THE Young Secretary's Guide: OR, A *Speedy Help to Learning.*

In Two Parts.

I. Containing the True Method of *Writing Letters* upon any Subject; whether concerning Business or otherwise: Fitted to all Capacities, in the most Smooth and obliging Style; with about 200 Examples never before published. As also Instructions how properly to *Entitle, Subscribe*, or *Direct a Letter* to any Person of what Quality soever. Together with full Directions for *True Pointing*; and many other notable Things.

II. Containing an Exact Collection of *Acquittances, Bills, Bonds, Wills, Indentures, Deeds of Gift, Letters of Attorney, Assignments, Releases, Warrants of Attorney, Bills of Sale, Counter Securities*, with Notes of Directions, relating to what is most difficult to be understood in the most legal sence, form and manner: To which are added the *Names* of *Men* and *Women, Cities, Counties, Summs of Money, Days, Months, Years of Date, Trade*, &c. in *Latin*, as they ought to be placed in any *Latin Obligation*: With an *Interest Table* to know the Interest due upon any Summ of Money, &c.

The Seventh Edition.

By *J. Hill.*

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The Epistle TO THE READER.

Kind Reader,

Having well weighed, and considered that a Book of this Nature might not only further the Younger Sort of either Sex, in many things highly necessary to be known by them; but indifferently administer something worthy of notice and regard to those of Elder Years; I verily concluded it worth my Labour, to enter upon a Treatise that may prove a general Good, and have used such Diligence to accomplish it, that I hope it will answer the Ends for which it was written, and prove in some kind serviceable even to the Learned, who may, without any prejudice to their Knowledge and Understanding of higher Matters, gather from the sundry choice Flowers scattered in this Garden of profitable Recreation, some Honey of Improvement to add to their larger Store. However, I dare presage it will stand those in much stead who want those large Endowments, when in so many cases, relating to Business and important Affairs, they may

find Forms and Precedents ready drawn up to their Hands, and save themselves the Charge, if not (as in Country Towns and Villages it often happens) the tedious fruitless search of a Secretary or Scrivener, that is thorough-pac'd, as some term it, or well vers'd in these Matters: For, give me leave to be confident, without the Imputation of Boasting, that few are to be found abroad, especially in Times of Emergency, that are so accomplish'd, but that sometimes, through over-hastiness in dispatch, they are apt to mistake, in Manner, Form, or Substance, especially in what relates to the Second Part *of this Book; nor is it all times convenient to make so great a Discovery of Affairs, that may by this means be kept more Private. But not longer to detain you with a Preface, I submit what I have written to the Censure of the Judicious, and am,*

Reader,

Your very humble Servant,

To oblige you, in what I may,

J. Hill.

To his worthy Friend J. H. *upon the peruſal of his Book, Entituled,* The Young Secretary's Guide.

SIR,

HAving view'd your Book, I plainly find
You've labour'd much to benefit Mankind,
In laying down ſo many Precedents,
Of various Uſe, and different Contents;
Such as th' Unlearned highly ought to prize,
Such as the Learned ought not to deſpiſe;
For from't to either may advantage riſe.
Here he who knows not how to move his Quill
In pleaſing Strains, may chuſe out what he will:
Fitted to all Affairs, he here may ſee
What thought can form, or he cou'd wiſh to be.
The Scholar may learn curiouſly t' Indite;
The Tradeſman to his Correſpondent Write,
And the plain Country-man his Senſe Recite.
To all Degrees you have your Style Addreſt,
As if the Words of all you had Expreſt, (Breaſt,
As they themſelves had form'd them in their
The mighty Hindge of Buſineſs you have mov'd
In ſuch a manner as muſt be approv'd
You'll be encourag'd, though pale Envy load
The riſing Palm with black Ingratitude:
Though thoſe for whom it mainly was deſign'd
Cavil at Faults perhaps, they cannot find;
Or they to whom it may give ſome Offance,
In lighting thoſe they'd keep in Ignorance,
Should Tax it with deficiency of Senſe
Nay, ſhould Detractors their worſt Spleen engage,
Ridicule it, or all their Stock of Rage
(To blaſt it in its Infamy,) let looſe,
They cannot Damn a Book of ſo much uſe:
No; it ſhall live to after times, and ſee
Many good days; take that, Dear Friend, from me.

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THE Introduction: OR, Exceeding useful DIRECTIONS for the better understanding the Contents of the Book, &c.

CHAP. I.

WE plainly find the Art of Writing in all Ages, has prov'd a more than common Benefit to Mankind, in Relation to his present Occasions; and the bettering his Understanding, by giving him an insight into things (perhaps of the greatest concernment imaginable) which would otherways undoubtedly have escaped his Knowledge, for consequently without it, or a continuation of Divine Inspiration, not only the Civil, but Sacred Transactions of former Times, must have set in Oblivion. As this Art, I say, has been advantageous so many ways, beyond the Expression even of Man himself, in whom it has all along raised such wonder and admiration, so more immediately does it shew its Serviceableness in the negotiating and managing important Affairs throughout the habitable World, especially in all civiliz'd Nations, where Traffick, Trade, or Commerce, relating to

the Profit, Pleaſure, or Well-being of humane Societies, take place, or where the neceſſity of converſing with one another, though at the greateſt diſtance imaginable, is requiſite and commendable. And ſince this is done to the general ſatisfaction of Empires, Kingdoms, Eſtates and Provinces, by Letters, whoſe Influences effectually create the ſame Effects, and right Underſtanding, as if the Sender or Writer were preſent; and are agreed upon by all Hands, to be the maintainers of Love, Amity, Correſpondency, and what elſe in the like nature is to be imagin'd or fram'd within the compaſs of a reaſonable Capacity; I have thought it highly neceſſary, not only to give Inſtructions to thoſe who are not fully qualified in this kind, how readily to underſtand the ſundry meaſures taken in Inditing Letters, according to the Terms properly given them by the Learned, but likewiſe a Proſpect of above an Hundred uſeful Letters written on ſundry and various Occaſions, adapted to the Affairs, Capacities, and whatſoever of that kind relates to either Sex, ſmooth and eaſie to be underſtood; yet in a Stryle and Dialect moſt New and Modiſh, in a moſt acompliſhed manner, with the moſt Accurate Spelling, and Elegant Phraſes, Diſtances, Familiarities; Condeſcentions or Humiliations, according as the Letters refer; to Superiours, Equals or Inferiours, with Titles, Superſcriptive and Subſcriprive, relating to the ſame end and purpoſe; even all Fancy or Imagination can form that may add Luſtre to things of this nature: But to come nearer to my purpoſe.

In the firſt place, Thoſe that would arrive at the ready perfection of Inditing Letters, muſt eſpecially, have regard to the Matter and Form: As for the Former of theſe, it is that which occaſions your Writing, being uſually call'd the Subſtance of the Letter, and refers to Buſineſs, Com-

ple-

plements, or the like, and is therefore variable: Nor is the Form any other than the well couching and due placing your Sentences, Phraſes, or Words, that they may fall in a Method ſuitable to the Capacity of the Party you write to, or the Buſineſs that occaſions your writing; for if you write to the Learned, you muſt raiſe your Style, yet by all means avoid Affectation in Words, or Extravagancy in Rhetorical Expreſſions, which ſometimes being duly weigh'd, prove either Nonſenſe in themſelves, or incoherent with the reſt of your Epiſtle: but if you write to the Unlearned, or thoſe of mean Capacities, then muſt your Style be plain and eaſie to be underſtood, leſt your meaning, not being well known, you fail in your Expectation: Ever conſidering that fair Writing, without blots or unſeemly daſhes, is beſt acceptable, as giving an Invitation to the Eye, and Delight to the Mind of the Reader; nor muſt your Points, of which I ſhall ſpeak hereafter, be omitted.

In the ſecond place it is to be conſidered, that Letters, if we take them in Reference to what they may contain, are, as to their Matter, as I have hinted, ſo various, and ſo many, that I ſhall refer you, for plainer demonſtration, to the following Chapter, and ſo put a period to this Introduction, which was chiefly inſerted to give an Light into what I offer more material; as the Sequel will apparently manifeſt.

CHAP.

CHAP II.

Useful Instructions altogether necessary to be observed by those who undertake to Pen or Indite Letters, after the best and exactest Manner and Method, grounded upon a large Treatise of Letters of Business, *&c. Letters of* Advice, *Letters of* Recommendation, *Letters of* Command, *Letters of* Exhortation, *Letters of* Congratulation, *Letters of* Remonstrance, *Letters of* Intreaty, *Letters of* Counsel, *Letters of* Complaint, *Letters of* Reproof, *Letters of* Excuse, *Letters of* Congratulation, *and* Consolation, *Letters of* Thanks *and* Visit, *Letters of* Assistance, *Letters of* Merriment, *mixed Letters and Answers*, &c. *With many other things of the like nature.*

AS I said, Letters, by reason of their different Ends and Designs, not being altogether to be reduced to one common or constant Standard, I shall in the best wise endeavour to satisfie the Reader how, and in what manner they vary, and chiefly under these Heads or Denominations.

I. Letters of *Business* are numerous, as being the Trustees of all the Trading part of Mankind, and the silent Messengers of their Affairs; nor are they less useful in Matters of State, as having reference to War and Peace: With many other Things of high concern and moment.

II. Subsequent to these, I may place those which we call Letters of *Advice*, which we commonly understand by such as are sent to Friends or Correspondents, to give them notice of their own Affairs, or the Affairs of others, wherein they are concerned, or of which we think they are desirous to be informed. Of which sort also are those of an Indulgent Parent to his Children, as to the good Go-

Government of their Lives, and well Managing of their Affairs, *&c.* And indeed, theſe kind of Letters want little flouriſh or preamble to ſet them off; for the matter contained therein ought to be no more than the plain ſence of the Fact, and are often ſent by one Friend to another, without being required, in caſe of any Caſualty or Miſchance by Water, Sickneſs, Fire, or the like, when the Party is abſent from his Dwelling or Eſtate; and are indeed much uſed amongſt Merchants, to give their Factors, or Correſpondents in other Countries, an Account of the Prices of Goods, Cuſtoms, and Exchanges, that thereby they may regulate their Affairs accordingly.

III. Letters of *Recommendation*, or Letters *Recommendatory*, are thoſe that one Friend ſends to another, to prefer any Perſon, or Buſineſs; and therein he inſinuates the Honeſty, or Ability of the Perſon, and the Employments he is capable of undertaking, and the Reaſon why he recommends him, acknowledging what is done to the Party as done to himſelf. And thus Princes do to their Embaſſadors, or Miniſters of State, when they give them Letters Credential, or of Recommendations. But if a Buſineſs be recommended to the Care of a Friend, then there needs no mention to be made of the Meſſenger that brings the Letter. And ſo in other Caſes.

IV. A Letter *Mandatory* or *Commanding*, is chiefly from a Prince to his Subject, a Maſter to a Servant, or a Father to his Children; and therein muſt be expreſſed the Command that is enjoined, and to which Obedience is required, without any Complemental Prologue. And this may be done frequently (eſpecially if the Caſe require it not) without any Reaſon why thoſe Commands are laid; becauſe it is preſumed, the Party, to whom the Letter is ſent, is obliged to obey thoſe Commands, and ought not to diſpute them.

V. A Letter *Exhortatory*, is intended to give good Advice or Exhortations, tending to Vertue or a good Life; or to exhort the Party to whom it is ſent, to refrain from lewd Company, or any dangerous Undertaking, whether relating to evil Purpoſes, diſcommodious Bargains, raſh Attempts in Quarrels, War, or other Matters of the like nature. And this may be given by any Perſon, who tenders the Welfare of the Party, whether there be any Obligation incumbent on him ſo to do, or not: Or, it may be (if no Malice lye hid under ſpecious Pretences) in caſe a young Gentlewoman, or any of the Female Sex, be unadviſedly, through Love, or too much Credulity, about to caſt her ſelf away, by engaging in an unequal, or an unhappy Marriage. And in this Caſe too, it muſt be conſidered as to the Style, in reſpect to Diſtance or Familiarity, according to the Equality, or Inequality of the Perſon to whom the Letter is directed, *&c.* as hereafter I ſhall give Directions.

VI. Conſonant to theſe, are Letters of *Remonſtrance*, wherein we endeavour to ſhew the Perſon offending, the Fault he or ſhe has committed; as alſo, in what they have offended: And in this caſe, the better to convince the Offender, it will be convenient, in mild Terms, to lay down and ſpecifie the Offence ſo, that not raiſing in the Party, by a rough Reprovement, ſo much of Anger, as may drown or overwhelm his reaſonable Conſideration, in duly weighing the Truth of juſt Reprehenſion, he may be brought to confeſs his Ingratitude, and Defect in betraying his Truſt, or not performing his Part, anſwerable to the Rules of Honeſty, Civility, or moral Vertue, *&c.*

VII. Now there are Letters ſomewhat different from thoſe I have mentioned, which are properly called Letters of *Entreaty*; and the Intent of theſe is

to requeſt ſome more then ordinary Favour from a Friend, Parent, or Superiour, and ought not much to differ, though they may be compiled in a more familiar Style, from a Petition, or Letters Petitory, and yet may indeed be directed, as well on the behalf of your Friend as your ſelf, in requeſting any thing that is Honeſt, or Reaſonable, but muſt be penn'd in plain and obliging Language; and though in an humble Strain, yet not forgetting to extoll the Bounty, good Nature, and Commiſeration of the Party to whom you write; and moreover to urge the neceſſity of your Requeſt, and the Advantage you, or your Friend are, in all probability, like to gain by it, if granted, *&c.*

VIII. Letters of *Council*, (which indeed are in effect the ſame with thoſe of *Advice*,) are either given by way of Advice to ſuch as deſire them, or ſent to thoſe that have not required them. As thus, The firſt may be from a Lawyer to his Client, in caſe of Important Matters, or Controverſies, *&c.* Or from a Divine to any one that is troubled in Mind, by reaſon of any ſcruple or doubt of Conſcience, *&c.* And ſo in many the like Caſes: And the ſecond may be ſent from a Father to his Son, or Daughter, to encourage them in, or diſſwade them from ſuch and ſuch Undertakings, and may in the like caſe be very ſuitable from one Friend to another. But then it is requiſite, before you proceed to give your Advice, that you make an Apology to excuſe your Inſufficiency, for your undertaking to give Counſel underſired; yet wiſhing that what you perſwade being ſtrengthned with Reaſons drawn from Experience and ſound Judgment, may prove ſucceſsful and advantagious, if allow'd and follow'd; or that otherways you may obtain a pardon for your Inſufficiency or Preſumption.

IX. Letters of *Complaint*, are uſually ſuch as are ſent to any that has offended us, and yet we are wil-

willing to forgive, if the Party offending will acknowledge the Offence, as when I come to Examples of this kind, I ſhall plainly demonſtrate: Or they may be ſent to a Third Perſon, as to a Father to complain of his Son; or to a Maſter, to complain of the Injuries his Servant has done. But in all theſe, modeſty and moderation muſt be uſed, by which means you will ſooner mollifie the Offender, and gain Satisfaction: But if he, after this, perſiſt in his Obſtinacy, then you may juſtly ſend a Letter of Reproof, if not altogether break Friendſhip with him, ſeeking by others means your Satisfaction, if any great Injury or Out-rage be done you; but not before you have by all fair ways requeſted, and demanded Redreſs from the Party himſelf, or from thoſe, in whoſe Juriſdiction he is, *&c.*

X A Letter *Reprobatory*, or of *Reproof*, ought to be directed to one, who has carried himſelf ungratefully towards you; notwithſtanding your Diligence and Induſtry to ſerve and pleaſure him as his Occaſions required: And in this Caſe you may with gentle words firſt begin your Letter; as *Sir, I wonder you ſhould ſo forget your ſelf, as to ſully your Reputation with Ingratitude, the very blackeſt of Crimes! or, ſo as to injure him who makes it his Study to deſerve better at your Hands. Surely, if you can but call to remembrance your proteſtations of ſacred and inviolable Friendſhip, and the many Obligations I have laid upon you, together with the Zeal with which I ſtill ſtrive to convert you to a better underſtanding of your ſelf, and the worth of a good Man, you will aſſume your fading Vertue, and give me cauſe, by a publick acknowledgment of your defect in this kind, to think it proceeded rather from an unwilling overſight, than from any voluntary moroſeneſs, or depravity in Affection toward your Friend*, &c.

XI. Letters *Excuſatory*, or of *Excuſe*, or ſuch as are ſent to excuſe a Fault, Defect, Neglect, or falſe

falſe Accuſation, and are generally written in Anſwer to ſome Letter or Charge, wherein the Writer muſt either acknowledge the Fault, and confeſs himſelf ſorrowful, laying the ſtreſs of the Commiſſion of it, either upon his Imbecility, natural Weakneſs and Depravity, or on ſome Over-ſight, *&c.* or denying it, muſt inſinuate the miſunderſtanding, that created the Accuſation through falſe Reports, or the like; and that he hoped well, that Credit would not have been ſo lightly given to Malicious and Scandalous Perſons, whoſe main Deſign it is to create Diviſions, and ſeparate Friends, by undermining their Friendſhip; but ſtill hopes, when time ſhall bring forth her Off-ſpring, Truth, to light, thoſe Calumnies will vaniſh, and thoſe who gave them birth, be obliged to confeſs, they proceeded from an evil Will, to which Honeſty and Truth are altogether ſtrangers, *&c.*

XII. Letters of *Congratulation*, are ſuch wherein we expreſs our Joy for the Welfare and happy Succeſs of our Friends and Relations, in what manner, kind, or ſtation ſoever it befals them, whether in acceſs to an Eſtate, improvement in Trade, or Adventures, happy Marriage, Birth of Children, Recovery from Sickneſs, Eſcape from any imminent Danger, Advancement to Place, Office or Dignity, and the like; and in this Caſe we muſt expreſs a more than common Joy at the Proſperity of our Friend: As thus, *Dear Sir*, (or, *Sweet Madam*, if to a Woman.) *The Welcome News of your good Luck, or Advancement, had no ſooner reach'd my Ears, but my Heart was fill'd with Joy, expreſſing the real Satisfaction it conceived thereat, to a degree that could not be ſurpaſſed, had my own Lot fallen in ſo fair a Land; for let me tell you, where true Friendſhip abounds, it ſo firmly unites the Souls of Men in the Bands of Reciprocal Amity, that whatever the one poſſeſſes in reality, the other no leſs participates in Imagination and*

real content; and the Honour done to the one, redounds to the other, &c. Having utter'd these or the like Expressions, it will be highly convenient to speak something in commendation of what principally occasions your writing, commenting upon it as it will bear, according to the greatness or smalness of its Property or Perfection, *&c.*

XIII. On the other hand, Letters of *Consolation*, or *Comfort*, are written to Persons in Distress, to raise and revive their drooping Spirits, with wholsome Counsel and Advice, when any Calamity (as grievous Sickness, loss of Friends, Estate, or the like) befalls them. And then the greatness or smalness of the Loss, or Affliction, ought to be considered, and the Words suited accordingly; for if the Loss be great, we must insinuate, that we, being touch'd with so great Calamity, cannot but participate with our Friend therein, by condoling his Misfortune; and as we shared in Joy, so we can do no less in Sorrow; that so the mighty Stream being divided into sundry Channels, may flow more moderately. For as true Friends ought to participate in Joy, so in Sorrow ought they to be equal Part'ners. But if the Cause of Grief be not great, you must by Arguments and Reasons strive to divert it, by laying before him or her to whom you write, the illconveniency of that grief, which, by its immoderate flowing gaining ground, must consequently weaken Nature, and impair the Health. And further, that it demonstrates Weakness of Judgment, and more of Courage, to let the Spirits sink so low. And in conclusion, admonish your Friend to recollect himself, putting him in mind of some such Sentence as this, viz. *That no sorrow is available but sorrow for sin; forasmuch as any other impairs the natural Health of the Body, and depresses the Mind. But sorrow for sin, though it impairs the Body, feeds the Soul with hopes of everlasting Life*, &c.

XIV. Let-

XIV. Letters of *Thanks*, are such as are sent to some Friend for a Kindness receiv'd, which must, after some short Complements, be expressed in the most obliging manner; the Expressions always suited to the Quality of the Person, and Value of the Favour received, alledging how seasonably it fell out, acknowledging both the Value of the Favour, and the Worth of him that vouchsafed it; promising that it shall no sooner be in your power, but you will with all diligence retaliate it, and till then will never suffer the Thoughts of it to slip out of your mind; which will be a means farther to endear the Party to your Interest. You may likewise, if you see occasion, use these or such like Expressions; viz. *Sir, Since it hath pleased you, more out of your own Inclination to do good, than any thing that my Deserts dare so much as pretend to, to conferr this Favour on me; what shall I say, but that the Obligation you have laid on me is so great, that Thanks is but a poor return: Wherefore, in some measure to requite your Kindness, my Endeavours must be turned to your service, in all that may possibly render you Pleasure and Profit; and not only you, but all whom your good Nature lists amongst the number of your Friends, that so I may at least imagine I pay you the interest of your Kindness, though I acknowledge my self altogether unable to return you the Principal,* &c.

XV. A Letter of *Visit*, commonly so called, is to no other purpose, than to excuse our Absence, as having been detained through Business, Sickness, extremity of Weather, cross Winds, or the like. And then to express some sense of *Sorrow* for absenting our selves so long, or not having had the opportunity of paying a Visit in Person, (that our good meeting might not be misconstrued) we sent a Letter, as a true Messenger of our entire Affections, *desiring at any rate to have an Answer; and that on our part we will be no ways forgetful of writing, till*

Heaven will favour us with a Seaſon to expreſs our Gratitude by Word of Mouth, which above all things we deſire to do, that ſo we may communicate ſuch things, as a Letter, by reaſon of the many Caſualties that may happen, is not worthy to be truſted withal; and that, till then, our Recreations ſeem to us but as dull and drowſie Phantoms, how pleaſant ſoever they may appear to others, and the Wheels of Time ſeem ſcarce to move, each Day ſeeming a Month, and each Month a Year. And ſo you may go on in other the like Expreſſions; Examples of which, I ſhall hereafter lay down.

XVI. Letters of *Proffer'd Aſſiſtance* are properly ſent to ſuch Friends as we are conſcious ſtand in need of our Help, yet are either aſham'd to require it, or doubt whether they ſhall be ſucceſsful if they ſhould; ſo that to cover or prevent the one of theſe, and fully reſolve him in the other, you may in your Letter declare, *How much you find your ſelf Afflicted at his Adverſity and Want, yet cannot but inwardly rejoyce, that it lies in your Power to Relieve and ſupport him; and that though he may have Friends of larger Ability, yet none ſhall be readier than your ſelf to expoſe your Perſon and Fortune, in the Recovery of his Welfare; and that he ſhall ſee you are a true Friend, and not like ſome, who, imitating the Swallow in the Summer of Proſperity, ſing to his good Fortune, and chaunt forth their flattering Praiſe; but when the Winter of Adverſity comes, take wing to ſeek a warmer Sun.* And ſo you may proceed to entreat him, That he would inſtruct you wherein you may ſerve him; and then, by your diligence, and ſpeedy compliance, he may judge of your Zeal and good Wiſhes towards him, *&c.*

XVII. Letters of *Merriment, Jocularity*, or *Railery*, are divers, and frequently ſuitable to the Humour of the Party that writes them; or his that is to receive them, and ſometimes to both, which gives

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me no certain ground for any ſet Form: yet this by the way; It is very unſeemly to ſend any ſuch to Perſons with whom you are not familiar, or of whoſe good liking you ſtand in doubt, leſt what you imagine may pleaſe them, be taken by them for an Affront, and you, by that means, fall under their Diſpleaſure. You muſt alſo, if you would be counted Vertuous, avoid Obſcenity, and too much impoſing of unſeemly or unſeaſonable Jokes, even upon your Friends, leaſt thereby you forfeit their Friendſhip: To prevent which and the like Illconveniency, I ſhall in the ſequel inſert divers Letters, by which others may be model'd, ſuitable to any occaſion of this kind.

XVIII. There are Letters, which are generally called *Mixed Letters*, and they are ſuch as contain things of different Subjects, as many things at once, depending both upon Love and Buſineſs, and are generally ſuited to the humour of the Writer. Wherefore, having given the beſt Directions to enable any Perſon to compile, or indite the moſt uſeful and material, I doubt not, but by obſerving them, an eaſie Capacity may be enabled to begin and end a Letter mix'd with any Coherent, or Incoherent Matter, ever obſerving to make a Break, or Section, at the end and beginning of the different Subjects, putting them by themſelves, as it were in Paragraphs; or, if the different part requires not many Lines, it may be under-written, by way of Poſtſcript, *&c.*

XIX. As for *Anſwers* to Letters, they are ſuch as are grounded upon precedent Letters, and muſt be ordinarily writ in anſwer to what is propoſed or required therein. If it be in caſe of Buſineſs, or any urgent Affair, every material thing requires a punctual Anſwer; but in caſe of Love, and things of little moment, *Anſwers* in general may ſerve, as will appear at large hereafter.

Choice LETTERS

ON

Sundry Occaſions,

After the Neweſt and moſt Modiſh way of Compiling or Indicting, exceeding Pleaſant and Profitable; and may ſerve as Inſtructions or Examples for all Young Gentlemen and Women: As likewiſe all others, to bring them to the ready way of Writing Letters well, and with Commendation.

HAving given Directions for the better underſtanding the Nature and Matter of Letters, I ſhall now proceed to the Letters themſelves; and in them obſerve a true Method, with as much brevity as they will reaſonably bear; and after that, ſpeak more plainly of other Matters neceſſary to be known in this caſe; as ſuitable Super and Sub-ſcriptions, Titles of Honour, and civil Reſpect due to Perſons of all Qualities, with Directions for Folding and Making-up Letters; with many other things both pleaſant and profitable. And now, ſeeing the younger ſort, of either Sex, for their better Accompliſhment in Learning and Civility, ſtand moſt in need of Inſtructions, ready to compile and frame Letters that may redound to their Credit, I ſhall begin this uſeful Treaſury of choice Examples, with what may beſt ſuit their Capacities and Affairs; and

ſo

so by degrees rise to Matters of such Moment, as may be of universal Concernment, not to be rejected even by those who pretend the greatest Skill this way.

A Letter of Entreaty from a Son to a Father.

Ever honoured Father,

I Send this Letter as an humble Suiter on my behalf (though I must confess, no Merit in me, did not your tender Affections plead my Cause, could ever have deserved the least part of what I have already received) to entreat you to procure me those necessary Cloaths and Books, of which (being in need thereof) I gave you an account the last time I had the happiness to lay my self at your Feet, and offer you my Tribute of Duty and Thankfulness; which indeed is all the poor return my tender years are as yet capable to make, for the many Favours of Love that you have from time to time heaped upon me: And, honoured Sir, if this my request may move you to fulfil it, I would farther entreat you to let me have them by the first oportunity of sending, that they may the sooner redound to my Credit, and to my Advancement in Learning. But however, submitting to your Discretion, in this and all other things, I shall rest satisfy'd, and subscribe my self, as in Duty I am bound,

Your most Obedient Son,
J. S.

Another.

Honoured Sir,

AS a Beggar, who having often received Alms, is yet emboldened by necessity to intrude upon the Charity & good Nature of the Hospitable Donor; so I, by my urgent occasions, am inforced to this

this importunity, though I muſt own with Bluſhes, could I by any means have avoided it, by furniſhing my ſelf another way, had willingly declin'd it; but being in a ſtrange Place, deſtitute of Imployment, and my Money failing, I could think of no other way for my preſent Relief and Support, than once more to treſpaſs upon your good Nature. Sir, a ſmall matter will ſuffice: But herein, and in whatſoever elſe it is proper to ſubmit to the determination of a Father, I reſt at your good Pleaſure; and with the moſt grateful acknowledgment and thankful ſenſe of what I have already received, continue to be, *Sir*,

Yours in all Obedience and Reſpect,

G. C.

Another of Entreaty from a Daughter, &c.

SIR,

MY long abſence from you and my dear Mother, has not been a little tedious to me, though I have not been wanting to comfort my ſelf, as much as the diſcretion of my tender years will allow, with your frequent communication of your Health and Welfare, by way of Letters or otherwiſe: for the continuance of which, I am not forgetful to offer up my Vows and Prayers to him, who is only able to continue them; yet being ſeparated from you almoſt in my Infancy, I cannot but fancy that returning to you again, would raiſe in me a greater Joy, though indeed, where I am, I want for nothing that is fitting and ſeemly, nor am I inſenſible that it is for my good you ſend me abroad; eſpecially that by Learning I may, as I grow in years, grow likewiſe in underſtanding. But however, Sir, I hope it would not much prejudice me, if you would be pleaſed to grant me leave to come home for a time, in which time I ſhould not yet neglect to make a further Progreſs in what I am ſo well initiated. But, knowing it my Duty not to

diſpute

dispute your good Pleasure, I shall no further insist upon it, but rather, if I have offended, beg your Pardon for what I have written, and remain to be disposed of on all Accounts, as you in your wisdom, shall think convenient,

Your most Dutiful Daughter,

E. G.

A Letter of Entreaty to continue abroad.

Dear Sir,

I Have received your Letter, wherein I find you have laid your Commands upon me to return home; and tho' it is not for me to dispute them, yet, with submission, suffer me humbly to assure you, I am so sensible of the advantage I have gained since I have been abroad, both in Learning and other Qualifications, that I cannot but imagine, were you made sensible, not only of what I have already gained, but what I may further acquire by a longer continuance, you would rather bear with my Absence, than any ways be desirous to put a stop to so advantageous a Progress: Wherefore let me entreat you, Sir, not to be offended, if I crave leave to stay where I am, only so long as to receive a second Letter from you, in which, whatever your Pleasure shall be, without any further delay, my ready Obedience shall speak how much I honour so good a Father: And so hoping you will condescend to grant this one Request, I subscribe my self,

Your Obedient Son, whilst I am,

B. E.

A Letter of Thanks for a Kindness received.

Most Bountiful Sir,

HOw can I, without Blushes, make you so poor a Return as Thanks for the many and weighty Obligations you have laid upon me? yet, though I be wanting in making an acknowledgment of

your Kindneſs, not only You, but all Mankind, might juſtly tax me with Ingratitude, from the Imputation of which, above all other Crimes, I deſire to be moſt free. I muſt entreat you therefore, to ſuffer this my ſlender Offering to approach you, and in ſome meaſure inſinuate it ſelf into your good Opinion, till ſuch time as my Abilities may ſpeak louder, what my Deſires with willingneſs are framing; and ſo, Sir, with all imaginable Reſpect begging to be excuſed for my no better performance, I muſt, till a more ſeaſonable Opportunity of Requital offers it ſelf, lie under the weight of your Favours, and ſubſcribe my ſelf,

Your moſt thankful and obliged Servant,

J. R.

Another.

SIR,

YOur Goodneſs binds me to you in all Thankfulneſs and Reſpect, more firmly than the ſtrongeſt Chains can: Nor do I render you this Duty, for what your liberal Bounty has ſhowred upon me, ſeeing that might rather charm me into ſilence, as being altogether uncapable to make any ſuitable Returns, but to let you indeed know I am not forgetful of them; and will rather loſe my life, than ſuffer the remembrance of them to paſs out of my mind; for although, to leſſen the Sorrow I conceive at my not being qualified to ſerve you, I flatter my ſelf that you were firſt ſatisfied in doing what I deſerved not; yet I find the power of your obliging good Nature, work ſo forcibly upon my mind, that I am conſtrained to beſeech you, notwithſtanding, to give me liberty to importune you to lay your Commands upon me, that at leaſt, by the innocency of my Obſequence, you may judge my Zeal to ſerve you; and I may conceit I do you ſome Pleaſure, when it is not worth, perhaps, your no-

tice,

tice, as being ambitious always to subscribe my self,

Sir,

Your most humble and faithful Servant,

W. G.

A Letter returning Thanks to a Mother.

Loving Mother,

I Have received the things you expressed in your Letter, and find my self highly bound in general and particular Obligation, to return my hearty Thanks, and express the true sense I always have of your Care and Tenderness towards me, which makes me wish it in my power to make a larger Acknowledgment; but seeing that Wish cannot bring forth the desired effects, I must humbly beg you to accept of my good Will, and dutiful Affections towards you, together with my Prayers for your Prosperity, and whatever else is in my weak power to wish or imagine, hoping in a short time to be with you, that I may give you the same, or any other Satisfaction of which I am capable by word of Mouth; till when, I lay my self in conceit at your Feet, and remain

Your dutiful Daughter to obey your Commands,

M. G.

A Letter of Thanks returned for the Advancement of a Party.

SIR,

BY the influence of your Recommendation, I have obtained my Desires, and therefore, in gratitude, must return you my hearty and unfeigned Thanks: Nor is my Soul so mean to conceit these Lines can make Satisfaction for such a Kindness; but being all at present that my Ability or Business will put in my power to offer, as an Acknowledgment of your Favour, I will henceforward study by what more effectual ways or means I may be able to do you some service, that

may

may be worthy your Approbation; till when I ſhall only deſire to ſubſcribe my ſelf,

Your Devoted Servant,

B. C.

A Letter of Thanks for a proffer'd Kindneſs.

SIR,

LEt me beg firſt your Pardon, before I tell you, that I muſt make my ſelf ſo unhappy as not at preſent to ſtand in need of your Kindneſs, and I dare ſay, unfeigned Proffer of Love and Aſſiſtance. Indeed, my neceſſities, not many Days ſince, did require it; but I ſuppoſe, before they reach'd your Ear, I was ſupplied by another hand; yet ſhould not I pay you the the ſame acknowledgment for the care you expreſs of my Welfare, as if I had really accepted the Kindneſs, I might with good reaſon be termed ungrateful, and not worthy to be numbred in the Liſt of your real Friends: Wherefore, I reſolve, whilſt I live, not only to confeſs your Kindneſs, but to remain

Yours to ſerve you in what I may,

C. D.

A Letter of Thanks, in Anſwer to one Congratulatory.

Kind Sir,

I Received your Letter, whereby I underſtand you have heard of that happineſs, that Providence and my Friends have been in a high meaſure inſtrumental in promoting me to. I muſt confeſs, had I been ſo preſumptuous as to inſiſt upon any Merits of my own, I might not only have been liable to the Cenſure of the Judicious, but have altogether miſſed of my Expectations: Therefore for that part of your Letter, I muſt in all Friendſhip beg your Excuſe; yet knowing your good Wil and Affection towards me, I will rather conceive that it proceeded from cordial Love, and your good Nature, than from Flattery, or any deſign of Jocularity:

larity: And therefore returning you all the hearty Thanks that a true Friend is capable of expreſſing, I remain,

Your moſt obliged Friend to ſerve you,

J. K.

A Letter of Thanks to a Parent for good Education.

Dear Father &c.

THat I am infinitely bound to you for your tender Care, in beſtowing ſuch Learning on me, as has qualified me for an Imployment, wherein I need not fear to ſubſiſt, of which I finding a more than ordinary benefit, I muſt ingeniouſly confeſs; and that my time in acquiring it was well ſpent, though then, as too many Youths do, I thought it tedious and irkſome; by which it plainly appears, that young Scholars are in the caſe of ſick Perſons, who in the height of their Diſeaſes, or in the weakneſs the Diſtemper has occaſioned, loath and deteſt wholſome and nouriſhing Food, which in Health, or upon better conſideration, is more ſavoury and conſolable: Or like thoſe, who, in the Jaundice, cannot diſcern the true Colour, but imagine every thing to participate of that of the Diſtemper; yet when the Eyes grow clear, their Judgment is reformed: Wherefore, I cannot but hold my ſelf as much beholding to you for my Education, as for my Being; and therefore, through a more than ordinary Senſe of Duty and Gratitude, muſt acknowledge my ſelf,

Your Obedient Son and Servant,

T. P.

A Letter of Advice to a Friend.

SIR,

UNderſtanding you have left the Town, I thought it convenient to inform you how things are carried on; eſpecially in relation to Trade, a particular account of which, I have incloſed in this Paper. I would indeed have communi-

cated

cated it to you in writing, but that I found it done to my hand. Our Friends are in a perfect Fruition of Health, and kindly preſent (eſpecially ſuch as I have had lately the opportunity to converſe withal) their Love and kind Reſpects to you, and your good Lady. As for your Affairs in *London*, as far as I can ſee, or enquire into them, they go on proſperouſly; and for News, we have none of moment: Wherefore, not to trouble you with a tedious Epiſtle, I only make it my Requeſt that a good Correſpondency may be maintain'd between us, as heretofore; and that I may ſtill be ranked in the number of your Friends, deſiring always to be, whilſt my own,

Your's in all Friendſhip and Reſpect,

W. T.

A Letter of Advice to a Friend, &c.

SIR,

THE cauſe of my Writing (though the News perhaps may be unwelcome to your Ears) is to let you know that *T. B.* of *D.* with whom I underſtand you had conſiderable Dealing, is dead, and has left, as I further hear, his Eſtate and Effects much incumber'd and imbezel'd, to the no ſmall Admiration of his Neighbours, who all along imagined it fared with him far otherwiſe: Though indeed it is a common Saying, *That few know what a Man is worth till he dies.* This, though unrequired, I thought fit to advertiſe you of; and ſo leaving the further proſecution to your Diſcretion, whom it mainly concerns, I remain

Your Friend and Servant,

B. M.

A Letter of Advice relating to Law Buſineſs.

Mr. *P.*

IN the Buſineſs you intruſted me withal, I have made ſuch a Progreſs, as I hope will give you the Satisfaction you deſire. Indeed, I have taken no

ſmall

ſmall Pains and Trouble; but to ſo good a Friend as your ſelf, I think my time and labour well beſtowed. Your Writings and Evidences I have conſulted, and find them effectual, and extraordinary material to the purpoſe; ſo that the next Term you may expect the iſſue: Till when, (unleſs I have the opportunity of being happy in your Company before) I reſt,

Your loving and careful Friend,

C. D.

A Letter of Requeſt, or Recommendation, to entertain a Friend.

SIR,

RElying upon your ancient Friendſhip, I have made bold to recommend to you, as a truſty and faithful Servant, the Bearer of this Letter; he is a Perſon whoſe Parentage and Education are well known to me, and therefore you may take it on my Word, that he is honeſt and fitly qualified to undertake any of thoſe many Affairs that you have Opportunity to employ him in. Dear Friend, I do deſire you to entertain him as he deſerves; and in ſo doing, you will not only profit your ſelf, but pleaſure him who is,

Your unfeigned Friend, Well-wiſher, and moſt humble Servant,

R. B.

An Anſwer to the foregoing Letter.

Dear Friend,

I Have received your Letter, and find by the Contents, you have been careful in providing a Perſon ſuitable to my Occaſions; for which diligence, I muſt own my ſelf much obliged to you: As for the Perſon, I take him as you recommend him, viz. *Honeſt, and fitly Qualified; and ſhall more-eſpecially, for your ſake, uſe him in ſuch a man-*

manner, as he ſhall have no cauſe to think any thing but well and honourable of your Recommendation, and my Entertainment: And ſo, till a further opportunity of expreſſing my Gratitude, I reſt, in all Friendſhip,

Yours to ſerve you,

A. D.

A Letter of Thanks from a Scholar to his Maſter, &c.

Honoured Sir,

SInce I find how happy I am made on ſundry Accounts, by the Learning your Care and Diligence inſtilled into my early Years, how ungrateful ſhould I prove, though I am removed from under your Tuition, if I ſhould not make an acknowledgment, though it be but of this ſlender kind; even in writing to you, to let you know that I can ſooner ceaſe to be, than to forget the Man, by whoſe means I have received ſo many ſingular Benefits; for indeed, if we did rightly conſider thoſe that truly makes us Men, by poliſhing and refining our rough Natures with Arts and Sciences, (for Man in himſelf, naturally, is rude and boiſterous as the Ocean, not knowing how to calm his Paſſions and bring them under, till ſound Judgment takes place; and he, by rightly underſtanding himſelf, grows into a hatred, with what before ſeemed comely and commendable) we ſhould endeavour, by all poſſible means, to Honour and Reſpect them. Therefore, Sir, next to Heaven for giving me a Being, I pay my Acknowledgment to your ſelf, and ſhall at all times be ready, in what I can, to Retaliate in ſome meaſure your Care and Diligence, ever being proud to ſubſcribe my ſelf,

Sir,

The Humbleſt of your devoted Servants,

G. L.

A Letter

A Letter of Acknowledgment to a Person of Note, for a Benefit received.

Worthy Sir,

IF an Expectation remain in you, of receiving Thanks for any other satisfaction, worthy the Favours you have been pleased to heap upon me, I must beg you to direct me how, or by what means I shall raise them to a degree suitable to be accepted; for truly, Sir, I must ingeniously confess I am altogether at a loss to know by what means I shall make so large an Offering; for I am very conscious in my self, that my Words and Ability jointly strained even to the highest pitch, must needs be wonderfully deficient; so that all my Comfort, is to consider, that generous Actions carry their own Recompence in themselves; and therefore am inclined to believe, that my continual acknowledgment of your Generosity may attone for my further inability. In confidence of which, I ever shall take pleasure to subscribe my self,

Sir,

Your most Humble, and most Obedient,

C. N.

A Letter of Congratulation.

SIR,

THE News of your Advancement no sooner reach'd my Ear, but I found a spark of Joy shoot through my Soul; which kindled in me such a flame of Love and true Affection, that I could no longer contain my self, but was constrained to let you know it. I hear, Sir, by undoubted report, that you are raised to the Dignity of —— And that you, notwithstanding, like one, in whose Soul true Generosity reigns, scorning to be puffed up with Pride, or towering Ambition, are still, as far as the Character you bear will permit, the same in kind respect and condescending goodness to your friend; amongst which number I beg the Honour ever to be con-

continued, as knowing a great part of my happineſs conſiſts therein, eſpecially when I conſider your Affability and condeſcending Meekneſs, from which I may be bold to preſage, that the Honour to which you are advanced, will be rather graced by being poſſeſſed by you, than you by poſſeſſing it. But, Sir, not to trouble you in the midſt of your great Affairs with a tedious Epiſtle, I ſhall only ſay, That I could not have heard of any thing on Earth, that could have adminiſter'd greater Satisfaction to my mind; and that it ſhall be my continual wiſh, That you may ſtill riſe high as your Merit, and that Peace and Proſperity may never be ſtrangers to your Dwelling. And ſo humbly aſſuming the liberty to acknowledge my ſelf the Honour of your Vertues, I remain,

Sir,

Your moſt Obliged, and moſt Devoted Servant,

S. K.

An Anſwer to the Letter of *Congratulation.*

SIR,

After having told you, that the Expreſſions with which you accoſted me, proceeded more from your Generoſity, than any Merit in me, I cannot but pardon that in you, which I ſhould have taken in another as too much ſavouring of Flattery; becauſe I am convinced, that through the vehemency of your Affection, it proceeded from your good meaning: It is true, Sir, as to what you have heard of my Advancement; for which I muſt, with all ſubmiſſion, pay my due Acknowledgment to the Fountain of Honour from whence it proceeded; aſcribing it ſolely to the innate Goodneſs of the royal Favour, as not daring ſo much as to imagine that any Service I am capable of doing, can merit ſo great a Truſt, though my Endeavours ſhall never be wanting in any thing that is Juſt and Honeſt. And if it raiſes any Joy in me, it is, to think, that in the ſtation I am, it may, at one time or other, lie in my power to ſerve my

Friends,

Friends, and more-especially your self: And so, Sir, desiring your mutual Friendship may continue, I subscribe my self,

Your faithful Friend, whilst I am,

T. G.

A Letter of Congratulation *from a Son to a Father, upon his Recovery from Sickness.*

Honoured Sir,

HAving Yesterday receiv'd Advice that you are recovered from your tedious and dangerous Distemper, I embrace the welcome News with Tears of Joy, more than my Pen or Tongue can express; and how could I do less for the welfare of a Father, whose Affliction I had so long bewail'd, and for whose Ease and Relief I had put up so many Vows and Prayers to Heaven? For always, where the Sorrow is great, the Joy that expells it must needs be so. I would indeed have waited upon you many times, and with all the officious Duty of an obedient Son, done what in me lay; but understanding your Commands were to the contrary, I durst not presume to disobey you, lest by the disturbance it might have occasion'd, the Passions of the Mind might have augmented the Distemper: Wherefore, seeing you are happily recover'd, my Joy is not thereby lessen'd, but rather encreased; and so continuing my Prayers for the Preservation of your Health restored, I am resolved to obey your Commands in all things, and subscribe my self,

Your most dutiful and most obedient Son,

T. S.

A Letter from a Young Gentlewoman at School, to her Mother; or, A Letter of Entreaty, &c.

Dear Mother,

AFter my Duty in the humblest manner presented to you, and my kind Love to my Relations and Friends in general, in these subsequent Lines

Lines I have preſumed to put you in mind, that it was your Pleaſure, the laſt time I had the happineſs to ſee you, to tell me you would give ſpeedy Orders for my Learning to Dance, and play on the Muſick; but no ſuch Orders having yet been given, the length of the time induces me to believe the remembrance of your Promiſe, through the multitude of Buſineſs, may have ſlipped out of your Thoughts. However, the great deſire I have to learn them, has emboldened me to entreat you, that with the firſt conveniency you would be pleas'd ſo to order it, that I may loſe no time, ſeeing I have already made a conſiderable Progreſs in what elſe the Variety of our Schools affords: And indeed, thoſe that are younger than my ſelf, are good Proficients in what I have mention'd: Wherefore, dear Mother, let me, by all the tyes of tender Love, entreat you once more not to delay me any longer than the firſt conveniency will admit of your coming over, and in the mean while, it will be convenient that you give order for ſuch neceſſaries as will be requiſite on that occaſion: In which you will infinitely endear her, who lives but to pleaſure you, and is

Your moſt Obedient Daughter,

E. H.

The Anſwer.

Daughter,

I *Have received your Letter, wherein you preſs me to the performance of my Promiſe, of which I am no ways forgetful: But your Couſin* N—— *having been much indiſpoſed theſe ſeveral Weeks paſt, and being committed to my Care, I could not have the Opportunity to be with you, tho', dear Child, my Thoughts have often accompanied you; nor am I ignorant what is convenient for the Accompliſhment of the Female Sex; wherefore reſt contented for a few Days, and you ſhall find my Promiſe made good. As for the neceſſaries that*

are

are ſuitable to what is intended. I have already given Orders, and you need not to doubt of my care to provide all things convenient, that you may hereafter have occaſion for: And ſo at preſent taking my leave, I reſt

Your Affectionate Mother,

M. H.

A Letter from an Apprentice to his Father.

Moſt Indulgent Father,

THeſe are humbly to ſatisfie you, That I am not a little pleaſed with the Trade you have put me to, nor leſs with the good uſage I find. Indeed I found it ſomewhat irkſome at firſt to be ſeparated from your ſelf, and my dear Mother, *&c.* being withal in a ſtrange Place: But Time and good Converſation hath baniſhed thoſe Thoughts, that made a melancholly Impreſſion upon my Mind, and now I am full of vivacity and livelineſs, ſtudying nothing more than to pleaſe thoſe that have the Command over me, by carefully and faithfully regarding the Buſineſs I am put to, without delay or regret, as well conſidering that it will be my own hereafter. And thus, Sir, in compliance with your Commands, when you left the Town, I have ſent you this Letter, deſiring with all the Submiſſion and dutiful Obervance, that a Son can expreſs towards ſo good a Father and Mother,

To remain at your diſpoſal in all things,

T. B.

A Letter to ask Pardon for a Fault, &c.

Dear Madam,

IF the Confeſſion of my Crime, or the hearty Sorrow I conceive at the Senſe thereof, can work in you any Compaſſion, then have I ſome glimmering of hope that I ſhall be forgiven. Conſider, Madam, that the Puniſhment I inflict upon my ſelf, for my having offended ſo much goodneſs, is not the leaſt, although what I did was rather through the fierce Emotion of an unruly Paſſion, than any thing proceed-

ceeding from my free will. So that if the thing be rightly stated, it was rather my Misfortune, than my Fault; yet I will own it mine, and not stick at any Penance that may be a means to obtain my Pardon. Oh, Consider! that it's the nature of Heaven to forgive true Penitents, when humbly they beg for Mercy: And can you be more severe? If so, what shall I say? At least, nothing shall be wanting on my part, to oblige you to Forgiveness, and let you see, that I know at least how to repent, though you know not how to forgive, and ever to remain, *Your most sorrowful Servant,*

J. S.

The Answer.

SIR,

I Have received your Letter, in which you confess your Offence, which indeed is more than I expected, considering the Humour you were in the Night before; and find likewise you endeavour to excuse your self in part, by saying the Offence proceeded from a sudden Rashness: I know not indeed whence it proceeded, but sure I am, it was no ways pleasing to me. However, since I have once reckoned you amongst the number of my Friends, you shall find that my good Nature cannot degenerate so far from its true standard, as to cast you off for one Offence. Wherefore, as to my particular, I freely pardon you, and desire God to forgive you. But, Sir, by way of caution, let me tell you, That such another Fault will, past all adventure, cancel the Affections of her, who is yet content to subscribe her self,

Your Friend to serve you,

A. G.

A Letter of Consolation *to a Friend, &c.*

SIR,

I Hear indeed that you have lost a good Father, which might truly raise a Tempest of Sorrow, even in the most obdurate Mind; therefore, as a Cordial to allay that Storm that needs must arise in

so

so tender a Breast as yours, I send this Letter both to condole and comfort you; not that for so great a loss I express, you should not grieve and pay the tribute of your Eyes: No, I must have you weep, and sigh, and sit a while in the shades of Sadness; but let me tell you, I would have you, as much as the Manly force you are endued withal will contribute, to moderate the unruly Passion, that it may not altogether overwhelm your noble Faculties, considering that he, for whom you mourn, rests from his labours, and partakes in Bliss, the Reward that is prepared for such as lived like him. Therefore, though natural Affections are prevalent and forcing, their restraint will, in spite of all resistance, gush forth in Tears. Let those happy Considerations, by the assistance of Time and Reason, gently, and by degrees, put a period to your Affliction, till when, I shall not cease to bear part in all that afflicts you, and subscribe my self,

Your unfeigned Friend to serve you,

P. G.

A Letter of Consolation *to a Mother, upon the loss of her Son.*

Dear Madam,

BE more moderate in your Lamentation, than to afflict your self for what is past recovery; for that blessed Soul, that by this time is mounted far above all Miseries, Troubles and Cares that it must consequently have met withal in this World. Consider the Royal Prophet, who whilst there were hopes of Recovery, not only mourned, but used all the means to preserve his Son; but being dead, his Princely Sorrow ceased, as not thinking it fit, like those that are without Hope, to mourn for those that are past recovery. Dear Madam, then let the Entreaty of your Friend, who shares by Sympathy equal in your Afflictions, prevail with you to moderate this mighty stream of Grief, which otherwise,

wiſe, by the weakening Nature, cannot but impair your Health. O! think, were he alive, for whom you mourn, the ſight of thoſe Tears would more afflict him than all the Pains he felt. Therefore, let me adviſe you, by that ſhare of Friendſhip that I juſtly claim, to calm the Tempeſt this ſad loſs has raiſed in your tender Breaſt, and reſt aſſured that one Day you will find in Joy him whom you loſt in Sorrow; and ſo leaving you to the Protection of Heaven, I continue to be

Your Affectionate and Cordial Friend,

T. B.

Another to a Gentleman upon the Death of his Wife.

SIR,

IF all the Tyes of our mutual Friendſhip and Affections, have any force or power to conjure or compel you to oblige your Friend, let my Requeſt meet a ſuitable return, which carries with it nothing but what tends to your welfare, deſiring you to be regardful of your health, which I underſtand is much impaired and leſſened by the immoderate Sorrow you conceive for the loſs of your dear Conſort. Indeed I muſt acknowledge you are bound to ſhow ſome concernment for being deprived of ſo valuable a Treaſure: Yet being gone and paſt recovery, what avails it you to run into ſuch Extremity? You may indeed object, that you cannot pay too many Tears to the Memory of one who deſerv'd ſo well, and that you now, being out of love with all worldly things, deſire nothing more then to lodge your Body in the Grave, whilſt your immortal Part aſcends to make an inſeparable union with hers in bliſs. Ay, but conſider, Sir, the remaining parts of her that live; conſider thoſe ſweet Babes ſhe has left behind, as ſo many pledges of her Love, and think ſhe lives in them; and whilſt you ſpare your ſelf to do them good, you ſtill are pleaſuring her. I indeed might urge more; but knowing you judicious enough to com-

comprehend what is convenient for your good Eſtate and Welfare, I ſubſcribe my ſelf

Your hearty Well-wiſher, and Faithful Friend,

C. D.

A Letter from one Friend to another, to claim a Promiſe.

Dear Friend,

I Have long delayed to put you in mind of your Promiſe; neither, perhaps, had I done it now, had not my Occaſions required it: For, indeed, though of your own accord you made the proffer, yet knowing no Obligation I had laid upon you, that deſerved ſo great a Favour, I could not (neither now do I) think, without ſome Reluctancy, of laying a Claim to it, and muſt, if I receive it, acknowledge it is an Effect of your Good Nature, and Love to your Friend, altogether excluding the imagination of any merit in my ſelf; nor dare I even ſo much as hope to make you any ſutable Return; yet at the ſame time, I muſt endeavour always, to the extent of my poor Ability, to ſerve and oblige you in what I may, and continue,

Sir, Your Faithful Friend and Servant,

P. E.

SIR, Another to the ſame Purpoſe.

THough I am not accuſtomed to treſpaſs upon the good Nature of my Friends, yet in this, as in other Affairs of the World, ſometimes neceſſity conſtrains us to do what we would not: Wherefore, Sir, let me put you in remembrance, that the laſt time I had the Happineſs to be in your Company, you were pleaſed to tell me, I might command —— at any time, when my Occaſions required it; and dare I doubt, but you were cordial in what you ſaid? Wherefore ſtanding in need of your Kindneſs at this time, I have ſent, not as a peremptory Demander, but as an intreating Friend, to let you know, you will greatly oblige me in the performance of your Promiſe, and firmly

bind me to your generoſity; who muſt however, at all times, ſubſcribe my ſelf,

Sir, Your moſt humble Servant to command.

T. A.

A Letter from a Wife to her abſent Husband.

My Dear,

YOu cannot imagine how tedious your abſence has been, and at preſent is, to her who is your tender and loving Wife. Alas! I little thought when you left me, that I ſhould have been ſo long ſeparated from the Man whoſe company I ſo highly value and eſteem, which might, were I not confident of your true Affections, oblige me to tax you with coldneſs and diſreſpect. Indeed, I received your Letter, wherein you tell me of ſome unexpected Buſineſs that does detain you. It may be you have; But could not that have been deferred till a further opportunity, or done in leſs time than you have been abſent? I am almoſt of the Opinion, that the one or the other might have been: But, however, my Dear, hoping that you will not, for the future, diſpence with any thing that may create a delay; I ſhall conſtrue what is paſt to the beſt advantage on your part nd in earneſt expectation of your good Compa ubſcribe my ſelf,

Your Loving and A nate Wife,

A. P.

A Letter of Advice f Wife, &c.

Dear Husband,

THeſe are to let you kno hat my Self and our Children are arri ſe at ——— where we found our Friends a Relations in good Health, and were by them kindly Entertained, even beyond what we might reaſonably expect. As for the Place, it is by ſituation exceeding Pleaſant, and the Air very Temperate and Healthful: Wherefore I think, if nothing happen to hinder it, to tarry till ——— Pray, Dear Husband, let us hear from

from you as often as opportunity and conveniency will permit. All our Friends in these Parts desire to be remembred to you; but more-especially she who has the happiness to subscribe her self,

Your kind and constant Wife,

M. D.

A Wife to her Husband in Foreign Parts.

My Dear,

I Rejoyced not a little, when I understood you had escaped the danger of the Seas, but more when you informed me of your kind Reception, and of the likelihood you are in to accomplish your Affairs. And indeed, no Joy could have equalled it, had not the sense of your Absence somewhat allay'd it. As for your Affairs in *England*, they succeed to content, and are in likelihood daily to be bettered; to effect which, nothing in me shall be wanting. All our Friends present their Love and Service to you, and impatiently expect your return. As for News, there is little of moment stirring; wherefore I shall not trouble you with the Relation of it, but conclude my Letter with a true acknowledgment of my Affections towards you, and subscribe my self,

Your Loving Wife, whilst I am,

A. P.

A Letter of Advice from a Factor to a Merchant, or Correspondent.

SIR,

AFter an Acknowledgment of your Kindnesses and Favours, of which I have been an extraordinary sharer; I shall let you understand that the Trade of these Countries is greatly encreased by the late Improvement of the Manufactories: So that you may expect, if the Dangers of the Seas, Pyrates, *&c.* be avoided, a very advantageous Return for your Ventures, in improving the Sale thereof to the highest value, I have not

been wanting; though amongſt other Commodities that paſs current in theſe Parts, nothing is more deſired at preſent then ——— being at this time very ſcarce; wherefore, if by the next Veſſel you ſend any conſiderable quantity, you may infallibly expect a double or treble return. This, Sir, being all at preſent, of which I thought good to give you Advice, I reſt

Your Friend and Servant,

D. C.

A Letter from a 'Prentice to his abſent Maſter.

SIR,

I Took this Occaſion to write to you, to let you underſtand I have accompliſhed the Buſineſs you gave me directions to undertake, when you went out of Town; and as for your other Affairs, they are managed to your Advantage; only, not having as yet had an opportunity to meet with Mr. *P.*— I have not got the Money you order'd me to receive of him; nor have I hitherto had any return of that out of the Country; but I doubt not but by the next to give you notice, I have fulfilled your Commands in effecting of them both: Till when, not having any further Buſineſs to write about, I continue to be

Your Faithful Servant to command,

T. S.

A Letter of Thanks.

SIR,

SInce you have been pleaſed to beſtow your Favours daily upon me, and continue ſtill to renew them beyond my Merit, I am reſolv'd, for a greater Luſtre to your Generoſity, to let you take your Courſe, and buſie my ſelf only to find out a way, if poſſible, to make a due acknowledgment of your goodneſs: And if ſo it happen, that in the purſuit thereof, my inability render me unfortunate; yet it ſhall be my comfort that I will always

have

have a good Will and Paſſion to do you Service, which I ſhall always offer you, and confeſs my ſelf,

Sir, Your moſt obliged Servant,

A. P.

The Anſwer.

SIR,

YOU over-pay me for thoſe Obligations which you eſteem ſo valuble, meerly by owning them to be ſuch: Nor ought I to be altogether ſilent in my complaint of your ſtriving to inſinuate that as a Bounty from me, which is really due to your Vertue and Merit; and therefore I may juſtly hold my ſelf as much obliged to you for receiving, as you can think your ſelf bound to me for giving. But waving this manner of Diſcourſe, and concluding my ſelf happy, that it is in my poor Ability to ſerve you, I take leave to ſubſcribe my ſelf,

Sir, An Honourer of your Perſon,

W. D.

A Letter of Complaint.

SIR,

NOtwithſtanding the Injury you have done me againſt the very Laws of Friendſhip; yet you may ſee my good nature is ſuch, that I cannot ſo ſlightly ſhake off, on my part, the Bonds of Amity; but muſt with a gentle Reproof, inſtead of complaining to others, ſoftly, and in ſilence, complain to your ſelf, that you may be the more ſenſible what Kindneſs you have abuſed and ſlighted; nay, I will make the moderateſt conſtruction, and think that what was done proceeded from Raſhneſs or ſome Miſunderſtanding created by falſe Report. However, the Fault is not ſo great, as to make me caſt off a Friend, whoſe unfeigned Acknowledgment, and moderate Repentance, may attone for his Fault: And where the Offended is of ſo facile and mild a Diſpoſition, the Offender ſurely can do no other than Relent: Wherefore, Sir, in hopes you will

anſwer my Expectation, I cloſe my Letter, ſubſcribing my ſelf,

As yet your Friend,

T. C.

The Anſwer.

SIR,

YOur mild way of proceeding, has entirely conquered and ſubdued my rough Nature, ſo that I find my ſelf conſtrained to an acknowledgment of my Raſhneſs: And therefore, with Bluſhes for what I have done, I have ſent this Letter to entreat your Pardon, hoping you will ſign it when I ſhall wait on you (which will be ſhortly) perſonally to acknowledge my Offence; and in the mean time I take the boldneſs to ſubſcribe my ſelf,

Sir, Your unworthy Friend,

T. B.

A Letter to a Friend, with a Preſent.

Much Honoured Friend,

I Send you this Paper charged with my Thanks, and kind Reſpects for the many Favours I have received at your hands on ſundry Accounts; and more-eſpecially for the laſt, as being more freſh in my Memory: I have likewiſe ſent you a ſmall Acknowledgment, if it may prove worthy your Acceptance, *viz.* a—together with an entire Aſſurance of continued Friendſhip; and ſo, till Fortune will furniſh me with power to oblige you as I ought, and as I entirely wiſh I could, I contentment my ſelf to remain,

Sir, Your moſt obliged Friend to ſerve you,

A. P.

A Letter of Conſolation *to a Sick Perſon,* &c.

Dear Friend,

HAd not the Urgency of my Affairs, the Badneſs of the Weather, and the Length of the Journey proved Enemies to my Reſolves, I had not made this Letter the Meſſenger of my good Wiſhes, but had come my ſelf: However, having firſt begg'd

begg'd Excuse for that defect, let me entreat you to bear with Patience and Comfort, this your Affliction, as looking upon it to be a Trial of your Faith, and a means to put you in mind of an eternal Estate, which in the days of Joy and lavish Prosperity, is the thing that usually least disturbs our Quiet. Consider too, that the Righteous are refined as Gold, and that God chastiseth every Son whom he receives; that though he may hide his Face for a moment, yet in the end, if you endure with Patience, he will return with a greater demonstration of his Love and Kindness; for though Sorrow may endure for a Night, yet Joy cometh in the Morning; though Sickness and Trouble for a time may overshadow us with a Cloud, yet if we lay hold of him that is mighty and able to save to the utmost, we shall have help and deliverance; to whose protection committing you, I continue, with my Prayers for your Recovery,

Your Sorrowful and Afflicted Friend,

A. T.

Another.

SIR,

WHen I first heard you were taken dangerously ill, I could not but be much troubled with the Apprehensions I had of your suffering, which made me apply my self to the great Physician of Souls, by Prayer, for the mitigation of your Torment, and the recovery of your Health; but finding there still lay on me a Friendly Obligation to condole your Misfortune, I have made my Application by Letter, to inform you, as a Friend, That you ought to comfort your self amidst these Calamities that are laid upon you, reflecting upon your self, that you are but mortal, and born to dye; that you have here no abiding City, but look for one in the Heavens. And in this case, whether it be for Life or for Death, to submit your self

ſelf to the pleaſure of him, in whoſe hands is all the Breath of Life, who, if he ſees it convenient for you to continue longer in this miſerable World amidſt a Tempeſt of Cares and Anxieties, will bleſs thoſe means that ſhall be inſtrumental to your Recovery. But if his determination be otherwiſe, you ought to ſubmit, and conclude there can be nothing more glorious or more profitable for you, than to be removed from preſent Troubles into future and endleſs Joys. And ſo, with a continuation of my Prayers for your Recovery, or eternal Happineſs, I remain

Your Chriſtian Friend, in all Charity,

A. P.

A Letter of Conſolation *to a Siſter, upon the Loſs of a Brother.*

Sorrowful Miſtreſs,

I Muſt acknowledge the loſs of ſo important a Relation, ought to move Compaſſion in a more obdurate Heart than yours; but withal, conſidering that Tears do nothing profit either the deceaſed, or your ſelf, it will be Prudence to ſtop the Current thereof, by reaſon that thereby you my impair your Health, and, by the Prevalency of a Diſtemper, ſend you to him, but you can never bring him up from the Grave. Then conſider how fruitleſly you ruine, and how little you advantage your ſelf. Madam, your Sorrow duly weighed, might prevail with one in your Capacity to regard her Years and Beauty, and to have an Eye to thoſe Joys that await her. Ceaſe your mourning, and you will not only oblige your Friends in general, but me more particularly, who do beg leave to ſubſcribe my ſelf, as I am,

A Partner of your Sorrows,

A Participater of your Joys, and

Your moſt humble Servant to Command,

T. P.

The

The Answer.

SIR,

I Must own my self happy to find one that will undertake to share with me, in the Grief that overwhelms my poor defenceless Heart, and therefore return you Thanks; yet must crave leave to lament the loss of one, who was so dear to me, that he was even the Support and Stay of my Life, upon whom, my Parents being before deceased, depended the Strength and Joy of a helpless Virgin: Wherefore blame me not, if Sorrows gains the upper hand, which nothing but Time and cordial Advice can asswage the consideration of: Notwithstanding, I am not insensible of your worth, which obliges me to entreat you not to write to me any more in this kind, till by my unlimited Sorrow I testifie to the World how unwillingly I parted with so dear a Brother; though, for your care, I cannot but own my self to be

Your Friend, in all Civility,

A. D.

A Letter of Proffer'd Kindness.

SIR,

IT is now in my power to oblige, or at least to do you some kindness, if your Occasions are urgent, as I am informed they are. Wherefore, without any nicety, use my Purse and Counsel at your discretion. Assure your self, I will take all occasions to be satisfied, wherein I may be most serviceable to you, notwithstanding you may, through modesty, decline my proffer; for indeed, whatever you may imagine nothing can be more pleasant to me, than to oblige the Man I so much Love, and from whom, in my greatest Necessities, I have received so much Kindness: Wherefore, not yet knowing wherein I may most commode you, and as I desire, I conjure you, by the Bonds of our Friendship, not to hide any thing from me. And so, expecting

so hear from you on this Subject, I at present take my leave, and am

Your Loving and Faithful Friend, &c.

A. S.

A Letter from a Father to a Son, commanding him to continue at School, and improve his Learning.

Son,

I Have thought fit to direct these Lines to you, to let you understand it is my Pleasure, That you continue where you are; nay, by your Obedience, and by the Authority of a Father, I command it, and further conjure you, that you be no ways negligent in making a due Progress in your Learning; neither let me hear any more Complaints of you of this or any other kind; but so behave your self, that you may not only deserve my Blessing, but further your self in those things that will undoubtedly redound to your credit and advantage, and to the pleasure and contentment of him who is,

Your Loving Father,

D. L.

The Answer of Excuse.

Ever honoured Father,

I Was not a little surpriz'd when first I read your Letter, and found your Commands so strictly enjoin me to that which my own Inclinations above all things covet: So that upon second consideration, I could conclude no other, than that some malicious Tongue had reach'd your Ear, who, not finding any other means to disturb my quiet, and the pleasure I take in my Studies, imagined by procuring your Reproofs, I might, through discontent, by being charg'd with things of which I am no ways guilty, desert my Station, and turn Rambler. But, dear Sir, by all the Obligations of Birth and Education you have laid upon me, I beseech you, let such a thought be as far from you, as it is from me, and it will be impossible it should make any impression on

your

your mind. So with my wishes that there may no longer be a sinister understanding between us, I remain,

Honoured Sir,

Your most dutiful and obedient Son,

T. L.

A Letter of Council to a Friend in a doubtful matter.

Dear Friend,

UNderstanding you had intangled your self in a Business of so much importance, as——— I thought it my Duty to assist you with my Advice: Not that I presume my Counsel can exceed what you have already had, but more out of a Friendly Office, that you may see how ready I am at all times to communicate any thing to you, that I think may redound to your advantage. The Advice I give, for the better securing it from prying Eyes, upon the casual breaking of a Letter which many times falls out, I have sealed up in a Paper by it self; neither would I have you altogether neglect it: for we oftentimes see, where one thing has failed, another less suspected has succeeded. But, however, having done my Duty in this case, I submit the rest to your more knowing and discerning Judgment, taking leave only to subscribe my self,

Your Faithful Friend to serve you,

T. A.

The Answer.

Kind Sir,

HOW shall I express the Obligation you have laid upon me, in sending me such cordial Instructions, at a time when my Affairs even languished for such reviving Council and Advice, as having in a manner been poison'd by the Adultered Sophistries of those, who, like a bad Physician, purposely delay'd the Cure, for no other end, but their own Advantage: Wherefore my study must be bent for the future, to contrive a way to retaliate your many Kindnesses; and chiefly this, which

which coming ſo ſeaſonably, has proved ſo advantageous to me. Till I have found ſome fit opportunity, I muſt be contented with the Character of,

Sir, Your Friend and Servant,

A. T.

A Letter complaining of Neglect.

SIR,

I Am conſtrained to profeſs my ſelf unfortunate, ſince all the Endeavours I have uſed, the ways and Methods I have taken to pleaſure you, have not had the ſucceſs as to oblige you to recompence me with a favourable ſmile. Therefore what ſhall I ſay, or what more ſhall I do than I have done already? Yet methinks the effect of ſo many dutiful Regards, might have made ſuch impreſſions upon your Generoſity, as to have owned them to proceed from the ſincere Affection of one who truly Loves and Honours you, though otherways not worth your taking notice of. But, notwithſtanding the leaſt allowance of Friendſhip on your part, has not been returned for all that reſpect I was able, in my mean capacity, to ſhew you; yet I ſtill ſtrive to overcome you, even by tyring you with my Services, and feed my thoughts with the comfort of this Conſideration, that you are the Object of my Service; and I,

Sir, Your moſt humble Servant,

G. L.

The Anſwer.

SIR,

WHen I read your Letter, I was not a little ſurpriz'd to find you tax me with ſo much neglect of your ſelf and your ſervices; I profeſs I underſtood them not, or did not take them as meant to my ſelf: Wherefore you have done well in complaining, for two Cauſes; firſt, To let me know I have one more amongſt the number of my Friends than I was aware of; and ſecondly, That knowing you ſtrive to oblige me, I may

not

not for the future be wanting to meet you with open Arms, and esteem you according to your Merit; and so taking my leave, I subscribe my self, from this time forward,

Sir, Your Devoted Friend,

A. B.

A Letter of Reproof from an Uncle to a Nephew.

Cousin,

I Am sorry I have found an occasion to write unto you in this Dialect; but really, the Care I have of your welfare being daily disturbed, together with my own quiet, through the loud Clamours and Complaints that are frequently brought against you, arising from the effects, as I understand, of your Extravagancies and Debaucheries, I can do no less than deal plainly with you, and let you know how heinously I resent it; and further, since you are left to my Ward, I consider my self in part answerable to Heaven, if I do not use my Endeavours to depress the youthful Folly that reigns in you, which I shall take care to do with all diligence, if this Friendly Reproof turn to no Account; however, till I hear farther, I shall subscribe my self

Your Careful and Loving Uncle,

A. C.

The Answer of Excuse.

Kind Uncle,

I *Received your Letter, and find by the Contents, that I have been represented to you as the most profligate of Men. Indeed I dare not go about to excuse all those Follies, and youthful Frailties, of which, in some measure I have been guilty; though indeed they have been aggravated by such as love me not, far beyond what they really were. But however, your Rebuke is not unseasonable, and the rather, because I construe it as your good meaning, proceeding from the desire you have of my Welfare, which obliges me, if I've hitherto offended*

you

you in any thing to beg your Pardon, and to give you my Promiſe, that for the future I will make it my ſtudy to Reform, and regain, by my Well-doing, the Reputation I have loſt by my doing otherwiſe; and ſo, Sir, with my hearty Reſpects to you, I remain

Your moſt obliged Nephew,

T. O.

A Letter Conſolatory *to a Gentlewoman, upon the Death of her Husband,*

Madam,

WHen I heard you had loſt ſo kind a Husband, and I ſo dear a Friend, thoſe Eyes that had been many Years dry, could not refrain from contributing to the general Sorrow, that ſo great a loſs muſt needs occaſion; nevertheleſs, I the ſooner calm'd my own, that I might be the better able to adminiſter ſome Comfort to you, whom I cannot expect but this Letter will find overwhelmed in a Deluge of Tears; nay it would be Uncharitable in me to think otherwiſe, conſidering the valuable eſteem you had for him, who is now deſcended into the Shades of Death. How can you, I ſay, but grieve to think what Joy, what Love, what Tenderneſs, and Care you have loſt in him? yet conſider, Madam, that all theſe, centered in a mortal Man, doom'd to dye as ſoon as he was born, and to fade like the Flowers of the Field; the conſideration of which makes the great Apoſtle St. *James* affirm, *That our Life is but a Vapour*: And what is that, but an airy Exhalation drawn up by the Sun, which is carried about by the Winds till it vaniſh into nothing? So *Man that is born of a Woman is full of Trouble*, reſtleſs and uneaſie in this World, as being only allotted him for the place of his Pilgrimage, through which he is to travel to his Heavenly Home: Envy him not then that he is ſo ſoon gotten to his Journey's end. What if others take a longer way about, by running a larger

larger course of Years? Why, then the greater are the Troubles and Cares they meet withal, more frequent the Dangers that beset them, and the greater the Hazard. Who would not be at the end of a weary Journey, to be possessed of endless Rest? wherefore, if we rightly consider, that are left behind, amidst innumerable Perils, doom'd, perhaps, to the gloomy Evening of decrepid Old Age, we ought more to be pitied. Consider, Madam, that could his blessed Soul see you thus in Sorrow, from the blessed Mansion where it resides, it would imagine you envied its Happiness. Cease then to mourn, and let us prepare with joyful Hearts to follow him, that the second meeting may be endless and without separation. Consider, I say, that you by your Sorrow cannot add any thing to his Fame or Happiness, though thereby you may impair your own Health, and cast your self down in the flourishing Bloom of your Strength and Beauty. Wherefore let me entreat you, by all the dear Endearments of our Love, to lay aside your Grief; and let it be your Joy to think, that when you leave this World, you leave not so good a Husband behind you to weep for your departure, but go to seek him in the Mansions of eternal Bliss; and so leaving these Admonitions to your wise consideration, I remain the Co-partner of your Joy and Grief, humbly begging leave to subscribe my self, (as I ever desire to be esteemed,)

Madam,

Your Friend and Servant,

J. S.

Another

Another sort of Consolatory *Letters, to be used where the Grief is feigned, or the Cause inconsiderable, and may indifferently serve for either Sex.*

To a Young Man upon the Death of his Old Wife.

Dear Harry,

YOU cannot conceive how many Fancies of divers kinds came justling into my Head upon the News that you sate whining and sniveling under the Cyprus-Tree of Mourning. 'Tis true, you have lost a Wife; And what of that? It has been many a jolly Fellow's kind Misfortune to be rid of such an Incumbrance as well as yours. Ay, but say you, she was a good Old Woman: Why so say I too; and therefore it's the happier for her that she's out of this wicked World: Nay, and let this farther turn to your comfort, that ten to one her time was come by the course of Nature, and she kindly followed her Teeth that were gone before, as mellowed Fruit drops after the Leaves without the least blast of Wind. Then rouze up, and turn your Lamentations to a jovial Song; and instead of Tears, drench your Face in Claret and brisk Canary. But stay, if I mistake not, I have hit upon the string that twangs your Grief: And what is that? you'll say; Why, nothing more than that the Estate expired with your Wife. Truly, that was a Loss worth weeping for: but say, it went to her Relations. There are other old Woman as wanton as she, that may be had with Estates to supply the defect; then never stand whining, but look out and make Hay whilst the Sun shines, snap up some Old Beldam or other, whilst the Reputation of a brisk rich Widower stands by; and so in hopes you will take my Advice, I rest in expectation to see you at the old Place,

Your Friend, and Pot-Companion,

P. L.

To

To a Wife, upon the Death of a Bad Husband.

Madam,

I Cannot but grieve to think how you take it: Alas, alas! what Crocadile could refrain weeping over ſuch a Loſs? Indeed you have many Reaſons, but they may be briefly comprehended in theſe: Firſt, Becauſe your Prayers were heard no ſooner; Secondly, Becauſe the Man, whom you have ſo often wiſhed might break his Neck, deceived your Expectations in dying a natural death; and, Thirdly, which is worſt of all, Becauſe he had the opportunity of making even with the World by ſpending all he had, and leaving himſelf no Richer when he went out of it, than he was when he came into it. Well, however be contented, ſeeing, as things go, they cannot be mended; nor have you any other way to repair the Loſs, than by ſprucing up your ſelf, and by laying aſide the Scene of Seeming-ſorrow, preparing your ſelf with prick'd-up Ears of Joy, to enſnare ſome unthinking Woodcock: And thus having condoled you, and given you the beſt Advice I can, I take leave to ſubſcribe my ſelf,

Madam,

Your Friend and old Acquaintance,

G. J.

A Letter of Congratulation *to a Perſon upon his Marriage.*

SIR,

THE News I receiv'd of the happy Change of of your Condition, did not a little revive me from the Melancholly that is too much accuſtom'd to oppreſs my Spirits, eſpecially upon the knowledge of the happy Election you have made of one whoſe Diſcretion, Parentage, and good Education, cannot but be ſuitable to your Humour. In which Satisfaction, as a true Friend, I am not wanting to participate in civility, being very much pleaſed that you have now divided the power which you had

had obtained over my Affections, honouring your second self with that equality of Respect, that was heretofore entirely your own: For certain it is, that your good and ill Fortunes stand with me in an equal Ballance; in which, as a true Friend, actually or reciprocally I must interess my self, being perswaded you will make no more doubt of it, than of the Passion I have to serve you in the Quality of,

Sir,

Yours and your Lady's very humble Servant,

D. B.

Another on the same Subject.

SIR,

I Can do no less than suffer my Joys to swell, when I understand your Stars are favourable, as to give into your Arms so Vertuous, Beautiful, Modest and Learned a Woman, to all which, adding a Fortune suitable and beseeming both your Qualities; for what I say, these things considered, but that you are a Fortunate Man, a Man on whom Heaven seems to smile, and shower no common Favours. I had indeed, for participating reciprocally of so great a Favour, addressed my self to you sooner; but considering you were otherways busied than to read Epistles of this kind, I thought fit to forbear, till I conceiv'd the opportunity might lie more fair, and then I sent this Letter to kiss yours and your fair Lady's Hands, wishing you in this World a Spring of Love, Pleasure, and Prosperity; and in the other, eternal Peace and Rest: And so I subscribe my self,

Your humblest Servant of you Both,

F. B.

A Letter

A Letter of Advice from a Young Gentlewoman, or Maid-Servant, to acquaint her Friends in the Country with her Marriage.

Dear Father,

THese are first to beg your Pardon and Blessing, and afterwards to let you know that I have changed my condition, as I well hope, to the bettering of my Fortune, having join'd my self in Wedlock, not only to a Gentile, but an Honest and Industrious Man, who by his Love to me, and Care of his Affairs, gives me hopes to assure my self, that when you are well satisfied what manner of Person I have chose for my Husband, you will not be displeased, although I did it without your Consent, which indeed the Duty of a Daughter required me first to have had: But the length of the way, and many other things that frequently happen to cross poor Lovers, made me presume upon your good Nature, and promise my self, that you will forgive this one Disobedience, not doubting but my future Endeavours shall make amends for this one Default; and so with mine, and my Husband's Duty, and entire Affections to You, and all our Relations, I continue to be,

Sir, Your most dutiful Daughter,

A. L.

A Letter from a Young Man to his Mother, upon the like Occasion.

Dear Mother;

MY Time being expired, and I having been some time settled at my Trade, could think of no better expedient, than to get me a Helper, and 'Partner in my Affairs, that so I might not only have Comfort, but the better Improvement. Now what 'Partner this may be, you may perhaps wonder; but give me leave, after having asked Pardon for proceeding to Marriage without your Knowledge or Consent, to tell you it is a Female 'Partner,

near, one that is both Vertuous and Beautiful, ſuitable to my Humour in all things, and through whoſe Induſtry, and my own, I doubt not but to thrive in the World; and that we may the better do ſo, I intreat you to ſend us your Bleſſing at leaſt, if you put nothing in over and above towards Houſe-keeping: And ſo with mine and my Wife's humble Duty preſented to you, I take leave to ſubſcribe my ſelf, *Your moſt Obedient Son,*

A. D.

A Letter from one Scholar to another, complaining of too long abſence.

Dear School-fellow,

COnſidering our intimate Acquaintance and Familiarity, I cannot but wonder why you delay the Reſtoration of your Friend's Happineſs, through your ſo long abſenting of your ſelf. Truly, did I not know the Amity unfeigned which we have contracted, I ſhould give way to a ſuſpicion that you only flattered me with a pretended Friendſhip. Your Friends, it's true, by reaſon of your long abſence from them, may be deſirous of your Company, and that may be one main Plea; but conſider, your Studies, and our innocent Recreation ſhould be more powerful to charm you from them. You know you promiſed me, when laſt we parted, that you would make a ſpeedy return; remember (amongſt the Affairs that have taken you up) that Promiſe, and think how I long, nay languiſh for the performance of it, and then you cannot be ſo unkind as to diſoblige me with your abſence any longer; I might indeed urge more, and inforce my Arguments with prevalent Reaſons; but having ſaid thus much, at preſent I deſiſt, in expectation of your Company or Anſwer, and am content with ſubſcribing my ſelf

Your Friend, and School-fellow,

T. S.

The

The Anſwer of Excuſe for Delay, &c.

Honeſt John,

I Have received the Letter, wherein you blame me for my delay, and tax me with non-performance of my Promiſe. Indeed your reproach is juſt; but on the other hand, conſider, though I made a promiſe of ſpeedy return, it was raſhly done in me, ſeeing, in the place where I am, I am altogether under the juriſdiction of my Friends and Relations, who will not ſuffer me to leave them, unleſs I, contrary to the Rules of Obedience, Civility, and good Manners, ſhould come away unknown to them, which would altogether unbecome the profeſſion of a Scholar; not but that I would be willingly at my Studies, and as opportunity permitted, I ſhould be glad to have the happineſs to enjoy your Society, either to paſs the flying moments in profitable Diſcourſe, or harmleſs Recreation: Yet ſeeing things are carried as they are, I muſt intreat you, by the Obligations of our inſeparable Friendſhip, to pardon what I cannot help; hoping nevertheleſs in a few days to get leave to be with you, I muſt till then diſpenſe with the want of your good Company; in the mean time continuing you in perpetual Remembrance. I ſubſcribe my ſelf

Your moſt obliged Friend and School-fellow,

T. O.

A Letter to a Scholar at the Univerſity, by one of his Quondam *School-fellows, in the Name of the reſt*, &c.

Kind Companion and School-fellow,

THE Loſs of your good Company has not a little diſcompoſed us, and put a damp to our former chearful Diſpoſitions; eſpecially when we call to mind the many Frollicks we have had in our harmleſs Recreations; but ſince you left us, for the bettering your Learning, and gaining a more perfect knowledge of thoſe Arts and Sciences, that chiefly contribute to the adorning the Actions of Men

Men, we complain not that you have deprived us of your Preſence, nor dare we envy your Happineſs, but altogether rejoyce that you have broke the way, which has given us the greater Encouragement to double our diligence, that arriving at your Perfection in the Tongues, *&c.* we may be in a capacity to follow you. Till when, we muſt wiſh you all imaginable Succeſs; and I, in the name of the reſt of your *Quondam* School-fellows, who deſire heartily to be remembred to you, Subſcribe my ſelf

Your unfeigned Friend and Acquaintance,

T. C.

The Anſwer.

Honeſt Ned,

I *Received your Letter, and am glad to find that my Removal has not obliterated the Remembrance of our former Friendſhip; nor indeed ſhall it ever be able to work any ſuch effect on my part. True it is, I left You, and the reſt of my Aſſociates with ſome reluctancy and unwillingneſs; and indeed, this Place was ſomewhat ſtrange to me at my firſt Arrival, as being altogether unweaned from my former Converſation, which made me, in ſome meaſure, repent my coming; but ſoon recollecting my ſelf, I opened the Eyes of my Underſtanding, and by the light of Reaſon, plainly perceiv'd the many Advantages that would accrue to me thereby, which confirmed my wavering Mind, and plainly demonſtrated, that I had done altogether for the beſt; and could I but ſwell thoſe Imaginations to a higher pitch of Joy and Delight, when I promiſed my ſelf, that ſome of you would ſoon be with me, by whoſe friendly Converſation I may be the better enabled to paſs away thoſe few Hours I can ſpare from my Study. In expectation of which, I remain (my Reſpects and tender Affections recommended to each Individual)*

Your real Friend and Servant,

T. G.

The

The Maſter's Commendatory *Letter to a Father, on the Behalf of a Scholar.*

SIR,

THis being one uſual time of Refreſhment allowed to Scholars, at your *T*—'s earneſt Requeſt, I have given him leave to wait upon you, hoping he will no ways prove troubleſome to you, nor cauſe any detriment to your Affairs. I remember, Sir, that in your laſt Letter you required me to give you an Account of his Progreſs in Learning; as to that, let me ſatisfie you, he has for the time he has been with me, exceeded even my Diligence or Expectation, acquitting himſelf in every part (as far as his Years are capable) ſo well, that I may, without Flattery, aſſure you, you are more than ordinarily happy in ſo Witty and Ingenious a Son, who in his Childhood gives ſuch pregnant Proofs of what his riper Years will produce. But not to trouble you with a tedious Epiſtle on this Subject, I leave him to your diſcerning Judgment, till you are pleaſed he ſhall return to his Studies, and remain

Your moſt humble Servant,

T. A.

A Letter from a Young Gentlewoman to her Parents, to enquire of their Welfare.

Dear Father and Mother,

AFter my Duty, in the humbleſt manner, preſented to you both, theſe are to aſſure you, that by reaſon of my not hearing from you in ſo long a time, I have not been a little diſquieted and poſſeſſed with a Fear that it fared not well with you: And indeed, how could it do leſs, ſince you never before deſiſted ſo long from writing to me; therefore, to put me out of the fear that has ſurpriz'd me, let me entreat you, by the firſt opportunity, to ſatisfie me in that Particular, otherwiſe I muſt labour under Doubts and Diſcontents as one over-

overshadowed with a disconsolate cloud of Sorrow. Pray fail not in this case to grant the humble Request of her, who values her self in nothing more than that she is

Your Obedient and dutiful Daughter,

A. G.

A Letter from a Son to his Father to acknowledge a Fault, and beg Pardon for Offending, &c.

Ever honoured Father,

THough I am unworthy to approach you in Person, nor dare I do it without Shame and Confusion of Face, yet suffer this Paper, as an humble Advocate, to plead, in some measure, with you, that so it may abate the Severity and Rigor of your just Displeasure. My Offence considered, I dare not indeed, with any Reason, expect forgiveness, though the experience of your innate Goodness and Clemency, your Commiseration and Fatherly Compassion, have emboldened me to sue for a Pardon. Wherefore, if a returning Prodigal, a true and unfeigned Penitent, may find Mercy, in those Circumstances I unfeignedly beg it at your hands; be not so much offended with me, as to forget you gave me being, nor that I am your Son, though unworthy to be so stiled; and let it be a Foundation sufficient for your Compassion to build upon, that I confess my Fault, and sincerely promise to offend no more so good a Father. However, keep me not upon the Rack of discontent and doubt, but rather let me know my Punishment, that I may chearfully undergo it; for I had rather suffer any thing in this World, then thus to lie under the sence of your Displeasure. Therefore, with all submission, I beg you would determine, and dispose of me as you see convenient; in expectation of which, I remain, *Sir,*

The unworthiest of your Children,

C. L.

The

The Father's Anſwer.

Ungracious Son,

I *Have, though more than your Deſerts have merited, vouchſafed, at the Interceſſion of ſome Friends, to receive your Letter, and think fit to tell you, it is well you ſhew ſome remorſe for your Diſobedience; though I know not with what confidence you can ſo much as dream of returning into my Favour, or expect a Pardon from him you have ſo highly offended, conſidering I have ſo often borne with you, and you have not been hitherto reclaimed. However, ſince ſome Hope at laſt appears that you are ſenſible of your Failings, I will not leave you altogether in deſpair of obtaining what you ſeem ſo earneſtly to deſire; but till I am better aſſured you are a true Convert, I ſhall remain, as I have reaſon,*

Your much offended Father,

P. N.

A Letter from a Youth to his Siſter, &c.

Moſt loving Siſter,

OUR Abſence ſo long from each other, has occaſion'd my writing to you, that I might be inform'd of your Health and Welfare, of which I am as ſollicitous and tender as of my own; not forgetting you in my Prayers, not neglecting to do you all the good Offices I can, with our Parents, Friends and Acquaintance. In requital of which, let it be your part to return me an Anſwer, that ſo I may be ſatisfied in what I have required, which will render me no ſmall contentment of Mind; in expectation whereof, I reſt,

Your ever loving Brother,

A. P.

The Anſwer.

Deareſt Brother,

YOur Letter hath luckily found me, though I am removed from the Place you directed it to: and I am not a little glad that I have the happineſs to hear from you, conſidering we are ſo far diſtant one from another. As for my Health, thanks be to Heaven, it continues as heretofore: and of my Welfare, I have no cauſe to complain, as being in an honeſt Family, where nothing convenient is wanting; ſo that enjoying Health, Plenty, Freedom and Content, I may juſtly account my ſelf happy; and ſo wiſhing you, and every of our Relations and Friends the like, with a continuance of my hearty Prayers to that end, I am,

Your moſt Loving and Obliged Siſter,

A. M.

A Daughter's Return of Thanks for her good Education.

Honoured Parents,

I Am conſtrained, as an humble Acknowledgment of my Gratitude, often to trouble you with my Epiſtles, as being the only Requital I am as yet capable of rendring you, for the many Benefits and Advantages I have received at your hands; but above all, for your prudent foreſight, in bringing me to the knowledge of thoſe things which have ſeaſoned my younger Years with variety of Underſtanding, and will, paſt all peradventure, render me acceptable on ſundry Occaſions. Wherefore, I muſt now applaud that compelling goodneſs in you, by which you ever obliged me to perſevere in what I had begun, though then indeed, not diſcerning what I ſhould afterwards reap thereby, I imputed it to you as hardneſs and ſeverity. Therefore let miſtaken Youth conſider, that in their tender Age, they (not knowing what is good and commendable) ought to ſubmit to the mature Judgments of their Parents, who always, with Bowels of Love and Compaſſion, are ſtudying their

Wel-

Welfare, though they perceive it not; and in this case, what shall I say more than return all possible Thanks to you, who, next Heaven, are the Authors of my Being, and Well-being, and ever subscribe and acknowledge my self,

Your most Dutiful and Obliged Daughter,

C. D.

A Letter from a Youth, by way of Essay, to a Person of Honour, from whom he had received some Benefit.

Most Honourable Patron,

WEre I not confident that I may rely upon your good Nature and Generosity, to excuse my Presumption, I should not have dared, considering the vast inequality, to have raised my Thoughts so high, as to address you with my inconsiderate Lines; which may justly merit Rebuke from your judicious Censure. But knowing your favourable Constructions, and the good meaning of your Inferiours, I could not contain my self till I had found this way to vent some part of that Acknowledgment, which laboured in my Breast, and is the product of your Bounty: yet can only say, no more is in my power, than to render your Honour my hearty and earnest Thanks: a poor return for what I have received as your liberality: though indeed I will subjoin, that the whole business of my life, in my esteem, is altogether insufficient to make you requital; nor shall I be wanting, as opportunity offers it self, to employ it in your Service. Wherefore, beseeching your Honour to accept of my true Endeavours, Prayers, and good Wishes, I, with all Submission, and a reliance on your Goodness, assume the boldness to subscribe my self,

Your Honour's most Humble and Devoted Servant,

T. F.

A Letter from a Youth to his Grandfather.

Reverend Sir,

I Cannot but account my ſelf happy, that the Fates are ſo propitious, as not only to ſpin out your Thread of Life longer than thoſe of the greateſt part of Mankind, but that, through the Bleſſing and Mercies of God, Health and Strength are added, together with a ſound Judgment, and diſcerning Faculties, which render you the honour of Time. But paſſing over theſe, I muſt, Sir, in the next place, preſent my Duty, and more than ordinary Reſpect to your ſelf, from whom I am deſcended; nay, over-and-above, make a due acknowledgment of the care you have had of me, and the good Counſel you have all along furniſh'd me with, as having found by experience, that the Wiſe Man was not miſtaken, when he affirmed, That Wiſdom reſted in a multitude of Years, though in that garb it is too frequently rejected by the younger ſort, as a Precept too rigid and ſevere. This Dear Sir, being all at preſent I can render you, I muſt with hearty wiſhes for your Happineſs here and hereafter, conclude with a dutiful Acknowledgment that I am,

Your obedient Grandſon,

T. A.

A Letter from a Young Scholar to his Father.

Honoured Sir,

I Not having the opportunity of waiting upon you in Perſon, have made bold to make this Letter the Meſſenger of my Neceſſities; which notwithſtanding, Sir, are not very great, my preſent Occaſions requiring little more than a few new Books, to ſupply the place of ſome that have come to ſundry Misfortunes, for want of a Study, or other Place or Conveniency to depoſite them in; as alſo other Books to forward my Learning: I being now, through the care of my Reverend and Induſtrious

duſtrious Maſter, made capable of removing into a higher Form. Therefore, amongſt others, I deſire you to ſend me ——— ; that ſo by a ſpeedy Improvement, I may loſe little Time, and put you to leſs Charge. As to Cloaths, and other Neceſſaries of that kind, I leave them to your Diſcretion, to order them as you pleaſe; only I muſt ſay, That my Apparel is indifferently worn ſince my coming hither. This, Sir, being all at preſent, I conclude my Prayers to God for your Health and Proſperity, and remain,

Your moſt obedient Son and Servant,

T. D.

A Letter from a Youth to his Father, who is deſirous to be bound Apprentice.

Dear Sir,

THeſe are to put you in mind, that I have now been about ſix Weeks upon Tryal, and find the Trade ſo agreeable with me, that I deſire nothing more than to be Bound, that I may loſe no more Time, conſidering I am of ſufficient Age. I have acquainted my Maſter with my Intentions and Reſolution, who very well approves of my Willingneſs: Wherefore, let me entreat you to take the firſt Opportunity of coming to *London*, that ſo Things being ſettled, I may no longer be delayed But however, Sir, ſubmitting all things to your good time and pleaſure, I continue as heretofore,

Your moſt dutiful Son,

C. B.

A Letter from one Friend to another, to perſuade him to give his Children good Education.

Dear Friend,

IT adds not a little to my Happineſs, to underſtand you are bleſſed with a hopeful Off-ſpring, a Treaſure much coveted by the Ancients, and Wiſe Men of the World: Wherefore the Prophet

David, to give a greater luſtre to ſuch a Bleſſing, compares them to Olive-Branches, Pledges of Peace. Notwithſtanding which, Children in themſelves are unpoliſh'd Statues, unleſs they be brought-up in the fear of God, ſeaſon'd with Learning and ingenious Education; for that, indeed, exceeds even Riches you labour for, to beſtow upon them, and is the only, abſolutely neceſſary thing that can contribute to their earthly Felicity, proving a better and ſurer Eſtate than Lands or Poſſeſſions, which indeed may, like other things of the ſame nature, make themſelves Wings and flye away, at leaſt be wreſted out of our hands, by thoſe that are more mighty than we: when Learning, and good Education cannot ceaſe, but with our ſelves, being capable of gaining us a good Repute in this World, and by a right improvement, Bleſſedneſs in that which is to come. Wherefore, let me, as a Friend, that wiſhes well to you, and your Poſterity, entreat you, Sir, not to be wanting in giving the Education that is ſuitable to their Capacities; ſo that growing up, and finding the advantage, they may have the greater cauſe to bleſs ſo indulgent a Father. Thus having told you what I ſincerely wiſh, I continue to be,

Sir,

Your moſt Obliged Friend and Servant,

W. Q.

A Letter of Advice from a Father to a Son.

Son,

IT is now ſo long ſince you departed from me, that I cannot but judge you, by this time, to be at Years of Diſcretion, ſufficient to take upon you the management of ſome Affairs in the World; in order to which, for your better Ability, I have ſent you, by the hands of your Uncle, *B*——, Twenty Pounds, and as I find you improve that, you may expect a greater Summ. And the better

to

to confirm you in your Undertakings, let me give you a word or two of Advice: First, when you settle your self in the World, beware of being enticed or drawn away by Flatterers, or debauched Persons: nor is there any better way to shun it, than to decline and avoid them. In the next place, be diligent in your Affairs: mind your Employment, and deal uprightly with all Men, whereby you may not only gain an honest Repute, but expect a Blessing upon your Endeavours: But above all, preferr the Service of your Maker, and pray to him for his Support and Assistance, and in so doing, you will not fail of living happy, and more-especially of obliging him whose Joy it will be to see or hear that you do well: And so at present taking my leave, I remain,

Your Careful and Affectionate Father,

P. D.

The Son's Answer to the foregoing Letter.

Honoured Sir,

HOw, or in what Language or Words shall I express the sense of Gratitude due to your Care and Tenderness! who have all along laid your Obligations on me, so many, and in so high a degree, that I may as well number them, which indeed is altogether impossible, as to declare their greatness and worth to which you have now made a large addition, and over-and-above given me such cordial Instructions and Advice, as I will hope I shall ever retain in my Memory with a due Respect and Observance. Sir, I have, since the receiving your bounty, procur'd me such things and necessaries as are suitable to my Trade and Employment, and find such Encouragement, that I doubt not but my Proceedings will redound to your Satisfaction, and my Advantage: For rest your self assured, Sir, that I will proceed to no weighty Affair, without consulting your self, whose approved Judgment, and sound Advice, I have so often ex-

perienced: And ſo committing you to the Care and Protection of Heaven, I reſt,

Your moſt obedient Son,

P. D.

A Letter from a Scholar, inviting a Couſin to betake himſelf to Learning.

Dear Couſin,

THE Kindneſs I have for you, cannot be eaſily expreſſed; and not only for your Perſon, but your future Happineſs and Welfare, which you can ſecure no better way, than by Learning; the which if you fully acquire, it will prove a faſt and faithful Friend to you, when thoſe Friends you too fondly rely on, may fail you. Wherefore, let me entreat you not any longer to triſle away your time, in purſuing things lighter than Vanity, but leaving thoſe Childiſh Extravagancies, betake your ſelf to your Book: for certainly, did you know what ſweet Content and Pleaſure I find in my Studies, you would not be long abſent from me. However, let me hear from you, and know how you ſtand affected in this kind; till when, I reſt in expectation of an Anſwer, and am,

Your very loving Couſin,

A. G.

The Anſwer.

Loving Couſin,

I *Received your Letter, wherein you, according to your wonted goodneſs, mildly reprove me for ſpending my time in things that will render me no Profit or Advantage; nor am I inſenſible that you are in the right: But what ſhall I do in this caſe? The over-Tenderneſs of my Mother will not ſuffer me to be from her ſo far a diſtance as your Invitation ſeems to wiſh me; and in theſe Parts (though I am greatly ſenſible of my defect in Learning) no place is found that affords a convenient means, whereby I may better my ſelf: However, Dear Couſin, whatever you may imagine, my*

Heart

Heart is with you, and I hope within a ſhort time to prevail ſo far, as to be with you in Perſon; till when, I muſt be content to remain,

Your loving, though abſent Couſin,

D. M.

A Letter of Friendſhip from one Brother to another, to deſire his Return.

Dear Brother,

I Muſt tax you with Unkindneſs, for taking your ſelf ſo long away from us, and leaving us ſad for want of your Company; nay, more, for that you have been backward in writing, thereby to give us an account of your Welfare. Sure you find more contentment in the Country, than we are aware of. However, I ſhould think that the Society of your neareſt Relations ſhould be coveted beyond it; ſo that I muſt take upon me, ſeeing you have not found the way to do it on your own accord, to demand the Reaſon of ſo much delay, or to conjure you to return; one of which I expect you will oblige me in by the next Poſt. As for our Parents, and other Relations and Friends, they are, through mercy, in good health, and have no other grief, but for your Abſence, which by a ſpeedy Return you may cure. Pray fail not to let us hear from you ſpeedily, if we cannot ſee you: In expectation of one or the other, I am contented to reſt,

Your loving and moſt affectionate Brother,

G. L.

The Anſwer of Excuſe.

Dear Brother,

I *Received your Letter, and find, as indeed you have reaſon, that you tax me therein with delay. Alas! did you know how little the fault was mine, you would do otherwiſe; for unleſs I would ſhew my ſelf rude and unmannerly, things altogether diſagreeable with my Nature, to ſteal away, and thereby diſoblige my Relations, and diſgrace my ſelf, I cannot ſo*

yet expect to ſee you; for though I have even Petition'd, in a manner, for my Audience of Leave, yet I cannot obtain it: Wherefore, let me entreat you to bear with me, till ſuch time as it lies in my power to make an honourable Retreat; and then I ſhall not fail to haſten, with the greateſt celerity imaginable, and give you an Account of my Entertainment, and of the Recreations I have had in theſe Parts; till when, I ſubſcribe my ſelf, with a hearty preſentation of my Duty to my Parents, and my Love and Reſpects to all my other Friends and Relations,

Your moſt Affectionate Brother,

G. L.

A Letter from a Serving-man to his Maſter.

SIR,

BY reaſon of your long abſence from your Habitation, I am in hopes you will pardon my boldneſs, in undertaking to write to you, to let you underſtand that your Family is in good Health, and that your Affairs go on very proſperouſly; ſo that nothing we can wiſh is wanting, but your return; yet, Sir, it is not for me to go about to direct you, or to undertake to haſten you to diſpatch your Affairs; but ſubmitting to what in diſcretion you ſhall ſee convenient, I can only preſume to ſubſcribe my ſelf,

Your faithful Servant,

T. A.

A Letter of Congratulation *from a Youth to his Siſter, upon her Marriage,* &c.

Loving Siſter,

SInce the News of thoſe Joys that are happened unto you, reach'd my Ears, I have even long'd for an opportunity to tell you how pleaſing they are to me, who, as a kind Brother, do participate with you in your happineſs, being fully perſuaded of the reality thereof; for had you put it into my power to make your choice, I could not have laid

your

your Lot in a fairer Land: wherefore I cannot forbear to Congratulate your good Succeſs, as being conſtrained to expreſs a more than ordinary Joy, upon the proſpect of her preſent and future Felicity, whom I ſo entirely love; and ſo with my Reſpect to your ſelf, and your loving Husband, whom henceforth I muſt ſtyle my deareſt Brother, I remain, in all Affection, and Tenderneſs of your Welfare,

Your joyful Brother,

F. H.

The Anſwer.

Dear Brother,

I *Am not a little glad that the Choice I have made is ſo acceptable you; for although I acquainted you not with my Intentions, yet let me tell you, I did not proceed raſhly or unadviſedly, but with all caution and deliberation, as knowing Marriage to be a weighty Affair, on which depends our Woe or Happineſs in this World; for as there is nothing more comfortable on Earth than Marriage, where the mutual Affections are united and joined in one reciproeal Love; ſo there is nothing more uncomfortable, where Diſcord and Diſcontent put in to deſtroy the expected Happineſs; which Enemies to true Love, I hope, ſhall never prevail. Indeed, there is little proſpect of any Diſagreement between us, though few can tell what Time can bring forth; but in the mean while, being poſſeſs'd of all that I can wiſh, or reaſonably deſire on Earth, I ſhall not pall my Joys with the melancholy Thoughts, or rather Fancies of future Events; but think my ſelf above the reach of Envy, or the frowns of Fortune. And ſo returning you hearty Thanks for your conſent and good liking, as alſo for the ſenſe of Joy you expreſs for my well-doing, I remain,*

Your ever loving Siſter,

M. P.

A Letter

A Letter from one Young Man to another, to requeſt a Kindneſs.

Dear Friend,

RElying upon the long Familiarity that has paſſed between us, and your large Proteſtations of Sincerity in Friendſhip, urged by neceſſity, and the haſte that my occaſions require, I have made bold to let you know, that I ſtand in need of ———, with which if you can poſſibly furniſh me, without any prejudice or hindrance to your own Affairs, I ſhall take it as an extraordinary Kindneſs; and if it ſtand with your conveniency, pray ſend it by the Bearer, or by ſome other ſpeedy hand; and in ſo doing, you will very much oblige him who is,

Your very humble Servant,

G. S.

The Anſwer.

Dear *Tom.*

I *Was not a little glad, upon the peruſal of your Letter, that you would be ſo kind at laſt as to put it into my power to do you any manner of ſervice, whereby I might more immediately ſignalize ſome marks of true Friendſhip; nor indeed could you have required it at a more ſeaſonable time. Wherefore, not to give you any delay, I have ſent by your Bearer what you demanded, and ſhall always be proud to oblige you in this kind, as far as my Abilities will extend: And ſo with my hearty good Will towards you, and my good Wiſhes for the Proſperity of your Affairs, I remain,*

Your unfeigned Friend,

N. D.

A Letter

A Letter from one Scholar to another, upon the Death of a Father.

Dear Ned.

I Had before this time condoled with you the loſs of your Father, had I underſtood that you were capable of Conſolation; but conceiving it altogether convenient to give you ſome time to bewail ſo great an unhappineſs, I forbore till now, that the debt you owe to Nature might be firſt paid in ſhowers of Tears, and gales of unfeigned Sighs: and indeed, what could you do leſs, for being deprived of ſo good a Father, whoſe tender care was all along intent upon nothing more, than to promote your Welfare? But the greateſt heavineſs muſt have an end; and, Dear Friend, you have ſufficiently teſtified your filial Affections; and therefore ought at length to bethink your ſelf, that He for whom you mourn, was, as all the Sons of Men are, no more than a mortal Man, and that each moment is an advancement towards the end of a troubleſom Life; ſo that, although he is gone before, we are haſtning after him, and muſt ſoon ſet in the ſhades of Death. And when you conſider he lived well, and made a pious End, you ought to conceive no common Joy, that he has been ſo kind as to ſet a good Example before your Eyes. Solace your ſelf then with an aſſurance, that if you live up to his Example, you will ſpeedily overtake him in the happy Region of Joy, where Sorrow is a Stranger; and ſo hoping you will take my Advice, I take my leave, and continue,

Your moſt aſſured Friend,

W. K.

A Servant-Maid's Letter to her Friends.

Dear Friends,

I Hope this Letter will find you all in good health, and give you to underſtand, that I am not only ſafely arrived at *London*, but have the good For-

tune

tune to be ſettled in a credible Place, at the Sign of ——, in ——; wherefore, deſiring to continue our former Friendſhip, by a mutual correſpondency of Letters, I wrote this, in hopes of an Anſwer: and ſo with my Prayers for the reſpective Health and Welfare of you all, I reſt,

Your moſt affectionate Friend,

M. A.

A Letter from a Nephew to an Uncle, to excuſe his abſence.

Honoured Sir,

I Am not a little concerned, that the importunity of my occaſions conſtrain'd me to delay my paying you a Viſit at the time I expected to have done it; but knowing you a Perſon of infinite Goodneſs, and natural Clemency, I dare not ſo much as think of deſpairing to obtain your Pardon; eſpecially when I ſhall make you throughly ſenſible how earneſtly I labour to diſpatch my Affairs, that I may the ſpeedilier be with you, though many croſs Accidents have fruſtrated my zealous Endeavours: but the main Obſtacle being now removed, I doubt not but to accompliſh my deſire in a ſhort time; after which, I ſhall think no ſpeed too ſwift to bring my ſelf into your Preſence, and laying my ſelf at your Feet, acknowledge that I am,

Sir, Your moſt obliged Kinſman and Servant,

A. D.

A Letter from a Young Gentlewoman to her Couſin, entreating her Company.

Dear Couſin,

IF you knew how tedious your Abſence is to me, you would be more forward to gratifie me with your Company. I remember, at our parting, you made me a promiſe of a ſpeedy return: however, I will interpret the beſt of your good intentions, and pardon you the time relapſed, if with a compliance

to

to this my Requeſt, you let me have your Company with all convenient ſpeed; in expectation of which, I reſt, *Your moſt affectionate Couſin,*

A. L.

A Letter from a Husband, to his Wife and Children.

Moſt loving Wife,

SInce you have been abſent, together with my Children, (beſides my Prayers for the continuation of your Health) I have taken all poſſible care to provide ſuch Neceſſaries as I imagined any ways uſeful or convenient for you, and have ſent them by the Bearers, and by whom it is my deſire, and kind requeſt, that you would ſend me an Account of your Entertainment, and in what eſtate and condition of Health and Liking you are; for though you are abſent from me, yet it is the great concern of my thoughts, to ſtudy the method and means to promote your Welfare, which I ever tender equal, if not ſuperior to my own: and ſo with all the love and tender regard of a Husband and Father, with my love to You, our Children, and all our Friends and Relations, I remain,

Dear Wife, Your loving Husband,

D. P.

The Wife's Anſwer to the foregoing Letter.

Kind and ever loving Husband,

I *Received your Letter, which, next to your Company, I highly eſteem; and according to your deſire, have made you this Return, whereby I aſſure you, that we are not only in good Health, but have found Entertainment beyond our expectations, all our Friends being every where, and at all times, ſo obliging and reſpectful, that they, as it were, detain us from you with the Charms of their Kindneſs, which will, no doubt, prevail with us to ſtay ſomewhat longer, then we intended, or you could poſſibly expect. As for the things you ſent, I have received them, and return you all the good Thanks that are ſuitable*

table and conſiſtent with the vertue of an obedient Wife, for your care; aſſuring you, that not only our Children, in a grateful acknowledgment, as they ſtand in Relation to us, preſent their humble Duty to you, but alſo, our Friends and Relations in general crave to be had in Remembrance by you; and ſo with my Prayers for your Health and Welfare, I continue to be,

Dear Husband,
Your loving and conſtant Wife,
A. P.

A Letter from a Maid-Servant to her Miſtreſs, excuſing ſome Faults whereof ſhe has been accuſed.

Madam.

I Take this leave (though with all ſubmiſſion and humble regard to the diſtance between us) to write to you, that if it be poſſible, I might hereby make you ſenſible of my Innocence, in relation to the things wherewith I ſtand charged before you; the which could you, Madam, but read the ſincerity of my Soul, you would plainly diſcern. My Accuſers, indeed, have laid their Accuſations with no ſmall Aggravation: but believe it, Madam, upon the ſolemn Proteſtation of her that would lay down her Life to do you Service, what they have ſaid againſt me, proceeds from Malice, and hopes of Revenge, becauſe they could not corrupt my Fidelity to your detriment and damage, as I am able to make appear, whenever your Ladyſhip ſhall, laying your anger aſide, give me leave to ſpeak for my ſelf: however, in theſe and all other Affairs, ſubmitting my ſelf to your Ladyſhip's Goodneſs, and wiſe Diſcretion, I remain,

Madam,
Your moſt humble and obedient Servant,
M. G.

A Letter

A Letter from an Apprentice, in excuse of himself to his Master.

SIR,

IN consideration that I have been charged before you for injuring you, in betraying my Trust; I have thought it highly convenient to let you know, That though I cannot altogether excuse my self of some neglect, yet my Enemies have greatly added Falshood to that part which is true, and thereby given you, no doubt, Stories large and foul enough to ground your Anger on; but however, Sir, consider (let me entreat you) with your self, that all which is reported, is not at all times true; many times, Persons have been wrongfully accused, with as bold a confidence, and specious pretence as can be well imagined; and yet, upon due examination, have been found innocent. All I entreat, Sir, is, That my Accusers may be produced, and I with them brought face to face, that so at least their conscious Guilt may appear in Blushes, if not in a publick confutation of the main Thing, with which they have falsly charged me: And so, in hopes you will (in pity to my injured Reputation) grant me this one Request, I subscribe my self, *Sir,*

Your most humble and obedient Servant,

N. C.

A Letter in Recommendation of a Friend.

SIR,

IF you remember, you some time since laid your Commands upon me, to give you an Account of the Conduct, Management and Vertues of *N. D.* which to particularize, would be a Task too great for him, who is ever proud zealously to serve you in any thing that is within the compass of his power: but in general, I can safely assure you, that in Prudence, Gallantry, and Moderation in all Affairs, Humility, and a becoming Modesty in all his Actions,

Actions, nothing can exceed him: nor is the Progreſs he has made in the Arts and Sciences inferiour to theſe, nor any thing that I can name, wanting in him, to render him not only an Accompliſh'd Man, but a Man worthy your Notice and Friendſhip: Wherefore, hoping my Wiſhes of that kind may ſucceed, I take the honour, Sir to rank my ſelf amongſt the number of your worthy Friends, with the Title of,

Sir,

Your moſt humble Servant,

M. D.

A Letter of Enquiry from one Youth to another.

Dear Robin,

I Have taken upon me to ſend you this Letter, to beſeech you a Favour, that is (I queſtion not) in your power to do me: For in brief, it is only to give me an Account how our Friends and Acquaintance, who remain in thoſe Parts where you now are reſident, ſtand at preſent as to their Health and Fortunes, as alſo to acquaint me with the Affairs of the Country, that I may the better gueſs whether or no it will be convenient for me to come down, or delay my coming ſomewhat longer, that thereby I may find a fit opportunity to concurr or correſpond with my Advantage: This, as I ſaid, is the ſumm of my Requeſt; in which, hoping you will anſwer my Expectations, I take my leave, and am,

Your very loving Friend to ſerve you,

T. C.

The Anſwer.

Dear *Harry*,

I *Have received your Letter, and will, as much as in me lies, ſhape you an Anſwer to it, that may be ſuitable to your Requeſts*; viz. *As for our Friends, Relations and Acquaintance, that live in theſe Parts, I have indeed the honour frequently to viſit them; and find at preſent they are not only in good Health, but*

alſo

alſo in a thriving way; nor are we, at our Meetings, forgetful of you, but in our ſeveral ſtations ſtrive to remember you as much as we can; that ſo though you are abſent, which is to us no ſmall matter of diſcontent, we may form your Idea in our Imaginations, to a degree of ſuppoſing you preſent: nor can I, if you will be pleaſed to take the Advice of a Friend, wiſh or deſire you any better juncture of time to come down, than to do it with all convenient ſpeed, for now an opportunity lies fair for your Advancement: And in ſhort Dear Friend, I muſt tell you, That as I deſire nothing more than your Company, ſo I think my ſelf happy in having this occaſion to ſubſcribe my ſelf the unfeigned Well-wiſher of your Welfare, and

Your very humble Servant,

A. T.

A Letter of Excuſe to a Landlord, from his Tenant.

SIR,

I Send this Letter, as an humble Suitor to beg your Pardon and Excuſe, for not waiting on you at the prefixed and appointed time; which I had not failed to have done, if urgent Buſineſs of ſuch moment, as at no other time could have been diſpatch'd to my advantage, had not in a manner conſtrained me to break my Promiſe: But however, Sir, relying on your good Nature, on which, with ſome regret, I muſt own I have too much treſpaſſed, to diſpenſe with what is paſt, I ſhall, with the Divine Permiſſion, be with you within Ten Days enſuing the Day of the ſending hereof, and give you a better Satisfaction, as to what concerns us, or is depending between us, than a Letter is capable of rendring; till when, with my hearty wiſhes for the Continuation of your Health and Proſperity, I take the leave to ſubſcribe my ſelf,

Sir, your moſt obliged Friend and Servant,

R. A.

A Letter

A Letter from one Scholar to another, to reprove him for a Slander.

Dear Friend,

FOr ſo my good Nature obliges me to ſtyle you, though I might juſtly have done otherwiſe, I ſent you this Letter to let you know, that I am not un-inform'd of the Reproach and Slander you have heap'd upon me, who have little deſerv'd any ſuch things at your hands; nor could it ſink into my mind, that any ſuch thing could have proceeded from a Perſon on whom I have made it my ſtudy to heap Obligations and Acknowledgments: yet that you may not imagine I can for one Ingratitude altogether forget the Party, with whom I have heretofore contracted ſo great a Friendſhip, I further thought fit to let you know, that I reſent not what has paſſed ſo heinouſly, but that an ingenious Confeſſion of the Wrongs you have done me, by raiſing ſuch Calumnies, may blot them out of my remembrance, and reſtore, as heretofore, my Friend and Confident: but if you appear obſtinate, and undertake to juſtifie what you have done, then you may expect, that inſtead of your Offence, I ſhall ſtrive to blot you out of my memory, and make it my buſineſs to forget that I ever was ſo unwary as to contract a Friendſhip with ſo ingrateful and injurious a Perſon; and till I may, by the ſequel, be inform'd of your Intentions, I am content to reſt,

Your Friend and Well-wiſher.

D. T.

The Anſwer.

Kind Sir,

I *Have received your Letter, and being overcome with your gentle Reproofs, find my ſelf conſtrained to acknowledge your Generoſity deſerves much better at my hands, than the Returns it hath met withal: Wherefore, not without Bluſhes, I own, through a*

wrong

wrong understanding, created by those that envied the sincerity of our Friendship, that I rashly expressed what in no wise became me, and thereby confess my self to have injured both Truth and Friendship: Wherefore, entirely casting my self with an affiance in your good Nature, on your Discretion, to pardon or punish me, by receiving me into, or excluding me out of your Friendship and good Opinion, I with all imaginary return of Thanks for the Tenderness you have already expressed, and equalling my Sorrow to my Ingratitude, subscribe my self,

Your unworthy and undeserving Friend,

E. H.

A Letter from one Maid-Servant to another, inviting her to come to London.

Dear Nancy,

IT was your request, when I left the Countrey, that I should give you an account how I liked the Town; and that has occasion'd my giving you the trouble of this Letter, by which I assure you, my fears of speeding well, which, if you remember, were not a few, were altogether needless, tho', as 'tis wisely said, we ought at all times to fear the worst; for I was no sooner arrived, but I was settl'd in a credible Place, and not long after discover'd that those pretended Dangers and Ill-conveniences, with which we Country Lasses were frequently discourag'd, prov'd only Bugbears to fright us from the pursuit of our better Fortunes & Advantages, that we might become perpetual Drudges for others, by being kept in ignorance to what Preferment we might arise by our Industry. Therefore be not discouraged, but make it your Business to come up with the first opportunity, where you shall find me ready to assist you in all I can, as to your Settlement. And so, in expectation shortly to have your Company, I rest,

Your very loving Friend, A. D.

A Letter

A Letter of Counſel from an Aunt to her Niece.

Dear Couſin,

I Cannot but expreſs the Joy I conceive to hear that you take your Learning ſo well, and are ſo diligent therein; the which that you would perſevere in, would yet add more to my Comfort; eſpecially when I conſider, that thereby you will not only be freed from evil Company, and evil Imagination, too frequently the Attendants of Idleneſs, but that, Dear Child, you will be enabled to obtain, when you come to years of more maturity, both Credit and Advantage; when thoſe that have ſquander'd away their Youth in Idleneſs, muſt be contented to come ſhort of either; wherefore, that you may accompliſh what you have begun, be circumſpect and diligent therein, as you expect to continue in the Favour of her who is,

Your Loving Aunt,

A. C.

A Letter from one at Sea, to his Friend on Shore.

Dear Friend,

SInce I left the Land, and betook my ſelf to Waves, changed the quiet Shades for troubled Seas, I have not been wanting to participate of hardſhip, and to ſtruggle with the many ill-conveniencies that frequently attend thoſe that go down into the Deep; yet the thoughts of returning to my native Land, and enjoying once more your much deſired Converſation, have not been the leaſt ſupport of my Spirits, by enabling me to ſtruggle and weather innumerable Difficulties and Dangers; which Conſiderations will likewiſe diſſipate all my Surmizes of Storms, Difficulties or Dangers that may hereafter happen in this liquid Plain: Wherefore deſiring your Prayers, and a continuation of our Friendſhip, together with my Requeſt, that you would remember my unfeigned Love and Reſpects

to

to all our Friends and Relations, I in haste, time not otherwise permitting, remain,

Your Friend and Servant,

From off the Coast of Cormandel, E. I. *June 20th.* 1687. A. B.

A Letter from one at Sea to his Wife.

Dear Love,

SInce my Departure from you, we have made way through many dangerous Seas, and weather'd, as often heretofore we have done, many rough Storms and Tempests: so that at the writing of this, our Ship was within sight of our intended Port; yet, by cross Winds, we were obliged to stand off to Sea, for some time, before we could enter it: yet the danger of the Passage being, as we well hope, altogether over, I sent this Letter to certifie you as much, that you need not perplex your self with needless Fears; and do assure you, I, and my fellow-Sailors, are not only in Health, but in hopes to gain no small Advantage by this Voyage. Pray let not the thoughts of our returning the same Way we came, nor the fear of encountring the same Dangers oppress your mind; for I assure you, it will be far otherwise, considering the difference of the Season, as to its Calmness; yet let me, however, have the benefit of your Prayers, and the unalterable continuation of your Love and Constancy, though absent; and so with my kind Love and Respects to all our Friends and Relations, I conclude, yet continue to be,

Your ever loving Husband,

From off the Coast of Guney, *May 10th.* 1687. C. R.

A Letter

A Letter from one who is travelling to see the Rarities and Magnificence of other Countries.

Honoured Sir,

HAving found your Reports, as indeed I durst not doubt otherwise, to agree with Truth in all Respects, I make bold to send you this Letter, as an humble, though mean Acknowledgment, and with it such Curiosities as these Parts afford, entreating your favourable Acceptance of so inconsiderable a Present: However, Sir, I live in hopes to make more grateful Returns by my Knowledge and Understanding in foreign Affairs, which I chiefly gathered from the Converse I at sundry times held with you, and therefore must justly attribute them to your self. As for my Return, Sir, the time is uncertain; wherefore, not daring to make you any Promise of that kind, lest I should be obliged to break it, which by no means I would do to a Person of your Worth and Integrity, I can only, till I am more certain as to that particular, write my self,

Your most obliged and most devoted Servant,

Padua-Hall, N. T.

June 10. 87.

A Letter of Consolation *to a Wife, who supposes her Husband, by reason of his long absence, to be dead.*

Madam,

I Am not insensible, by the wrong I perceive your Eyes have suffer'd, that you afflict your self in private Mourning, like the Widow-Turtle, who has lost her Mate; nor can I with Reason at this time expect that your Heart should overflow with Joy, since you are deprived of the society of all you hold dear on Earth; yet consider with your self, and muster up the noble Faculties of your Soul, to all your Reason, against the invading Passion that sinks your Spirits thus low: Think with your self, that

he for whom you grieve, may yet be in the Land of the Living, though detained by ſome croſs Accident, that he may ſuddenly appear like the Sun, after a long o'ercaſting of Clouds and Miſts, to fill your now-afflicted Heart with Joy and Gladneſs; for you cannot let it ſink into your Mind, that theſe Delays proceed from him on purpoſe to try your Faith and Conſtancy. No, Madam, he doubtleſs knows them to be candid and unalterable; and, no doubt, if alive, grieves more than you for the Divorce, as being ſenſible what Storms of Grief it raiſes in the Soul of her, whoſe Afflictions he counts his own. But ſuppoſe the worſt, if he be dead, and ſome Tomb or Wave do incircle him, whom you in willing Arms have long wiſhed to infold; in that caſe, ſubmit to the Will of him, who is the great, the wiſe diſpoſer of humane Affairs, and be not ſorry, like Men without hope, for thoſe that dye in the Lord, *for they reſt from their Labours, and their Works ſhall follow them*: yet I forbid you not to cheriſh his Memory, but however to rejoice that you ſhall one Day meet again in this World, or in the World to come. And ſo, in expectation to find your Sorrows moderated and abated, I continue to be,

Madam,

Your cordial Friend to ſerve you in all I may,

P. G.

A Letter from one Siſter to another, to enquire of Health, &c.

Dear Siſter,

YOur not writing to me in ſo long a time, puts me ſomewhat in doubt, That either you are not in Health; or, that ſome unhappy Accident has fallen out. Wherefore, to remove my Fears, pray, with the firſt conveniency, be ſo kind as to ſend me a Letter, by which I may be made ſenſible how it fares with you. And moreover for-

get not to let me know how our Friends and Relations are, as to their Healths and Welfare; and, in so doing, you will very much satisfie and oblige her, who is

Your loving Sister,

A. L.

The Answer.

Kind Sister,

I Cannot but return you my hearty and unfeigned Thanks for your care and regard towards me, and must at the same time beg your Excuse, that I have been so negligent as not to write to you. I must confess I had no want of opportunity; but hoping you will pardon what is past, I shall be more diligent for the future, as to what you desire to know. These are to certifie you, that my self, together with all our Friends and Relations are in perfect Health, and desire most kindly to be remembred to you, not being a little glad, after so long absence, that they have the opportunity to congratulate, though at a distance, your Health and Welfare. This being all at present, I rest

Yours in all kind of Love,

T. L.

A Letter to a Father, complaining of his Son.

SIR,

HAving received divers Injuries and Wrongs, by the means and encouragement of your Son T——— I thought it convenient, before I entered upon a course or way of redressing my self, for the Love and Respect I bear you, to acquaint you therewith, that so peradventure, your Commands being laid upon him, he may make a speedy Restitution and Acknowledgment, whereby my Credit and Loss may be repaired, and I forget what has passed; but if these things be denyed or delay, then without any regard I might otherways have for him, as being your Son, I shall take such measures for Redress and Reparation, as my reason

reason shall inform me are best. Thus much having thought fit to acquaint you with, I conclude, subscribing my self,

Sir, Your very loving Friend,

T. B.

The Answer.

SIR,

I am sorry to hear the Complaints you have made against my Son; (whose Respect and Carriage towards you, I could have wished far otherwise;) however, assure your self, there shall be nothing wanting in me, to bring him to a sensible acknowledgment of his Folly and Ingratitude: For I do assure you, Sir, by the ties of our Friendship, that I resent the Affront done to you, no less than if it had been done to my self, and will no sooner pardon it; wherefore, be assured, I will not delay to do you Right and Justice. Till when, Sir, I must take leave to subscribe my self,

Your Friend and Servant,

D. P.

A Letter from one Gentlewoman to another, recommending a Servant-Maid to her, &c.

Madam,

I Have made bold to recommend the Bearer hereof to you, hoping you will entertain her in the nature of a Servant. As for her Qualifications in whatsoever employ she will undertake, let my Word be her Security for her performance, her Abilities being well known to me; and for her Truth, it has hitherto been unquestionable. Wherefore, submitting the rest to your Discretion, I take leave to write my self,

Madam,

Your very humble Servant,

A. P.

The Answer.

Dear Madam,

I Cannot but in gratitude return you Thanks for the Kindness you have done me; yet, at the same time, must acknowledge that too small a Requital, not only for this but the many Favours you have done me, for which I stand indebted to you; wherefore I must make it my study, how in some better way I may make you a requital; and till then remain,

Madam, Your most obliged Servant,

A. R.

A Letter requiring the Payment of Money, which may stand good in Law, &c. as a Receipt.

SIR,

I Find upon the stating the Accounts between you and me, that several considerable Summs of Money are due to me from you; wherefore having present occasion for Twenty Pound, I would desire you to send it me by the Bearer hereof; and, in so doing, you will very much oblige me: for, indeed, I would not have given you this trouble, had not my Business been urgent. As for the payment thereof, this Letter, and the Bearer's Acquittance, shall be your sufficient Security and Discharge. In witness whereof, I have hereunto set my Hand this ——— Day of ——— *Anno* ———

James Walkwell.

A Letter to require a Guardianship, &c.

SIR,

I Understand my very good Friend Mr. B—— is departed this Life, and, as I well hope, and most heartily wish, gone to a better; wherefore as it was his frequent desire whilst he was living, that if he chanc'd to dye suddenly (as now, to my grief, I am informed he did) That I would, as a Friend in whom he repos'd much confidence, take his infant Son into my care and protection, till he arrive at Years of maturity. Now know, That in compliance

pliance with his desires, I make it, Sir, my Request that he may be sent to me; by which means an opportunity may be put into my Hands, and power to express, in the usage and tender care of the Son, the Love and Respect I bore to the Father. And so, in hopes you will fulfil my Request, I remain

Your Friend to serve you,

T. B.

A Letter from a Son at School to his Mother.

Ever-honoured Mother,

I Think my self in duty bound to send you these Lines, as indeed I frequently ought to do, that I may put you in mind of my Duty, and the just Acknowledgments I make of your Love and tender Care over me; but especially, that I may, at the return of the Bearer, be informed of your Health and Welfare, in which, I must confess, all my Joy and Happiness on this side Heaven consists, as publickly owning, that, next to God, I owe my Life and Felicity to you, and in your Happiness can only rejoyce; for the continuation of which, my Prayers shall at no time be wanting, nor my Endeavours to perform whatever your Commands shall enjoin me as far as it lies in my power; And so I take leave to subscribe my self, *Your most obedient and dutiful Son,*

A. F.

A Letter of Trade and Commerce.

S I R,

I Send you with this Letter the several Goods you bought of me, with a Bill of the Parcels inclosed, whereby you may understand the several prizes; and as for the other Goods I promised to procure you, I cannot as yet furnish you with them, forasmuch as they are not as yet taken up, but are expected daily to be landed: wherefore assure your self, I will not [illegible] you long to be without them, but will make it my constant Business to serve you in that, or in any thing else you shall command, that lies

lies in my way. Wherefore taking leave at present, I remain, *Sir*,

Your most humble Servant,

T. G.

A Letter of Trust.

SIR,

WHen you have perused this Paper, you will understand I would have you give Credit to the Words of the Bearer, as to what he shall relate more than is contained herein, or more indeed than I thought on this occasion necessary or convenient to commit to Paper; nor need you fear to entrust him with any Secret, for I have proved his Fidelity, and am altogether assured you may put Confidence in him, tho' in Things and Affairs of the greatest Consequence or Moment. So submitting the rest to your Discretion, I take leave to subscribe my self

Your Faithful Friend and Servant,

T. R.

A Letter of Acknowledgment.

SIR,

THese are to certifie you, that I have received the Moneys and Goods according to your Order, and am not only bound to confess my self highly obliged to you for so great a kindness, but promise to make good payment and return, whensoever it shall be your pleasure to demand it: And when I have done that, I must still remain a debtor to your Generosity, and ever own my self,

Sir, Your most obliged Servant,

N. D.

A Letter of offered Friendship.

SIR,

I Perceive that you have some scruples whether the marks of my Friendship offered or no; truly I ought to blame you for doing me so much injury. If you knew me better, you would doubtless never

have

have harboured the least thought of that nature; but perhaps you do it but to try my temper; well Sir, notwithstanding what has already passed, I again give you my word in the sacred name of Friendship, that I am entirely yours, and beg that you would satisfie your self, that nothing is in my power but what you may Command; and so I rest

Your assured Friend,

L. Q.

A Letter of Consolation *to one in Prison.*

SIR,

I Cannot but condole your unhappy Condition; and as I had the happiness to participate in your Prosperity, so give me leave to share with you by sympathy in this your Misfortune, and, as a true Friend, to bear a part as much as may be in your Sufferings; and entreat you, however grievous such a Restraint may prove to so Noble and Generous a Soul as your's, that you would not afflict your self, but bear with your wonted Patience and Bravery of Mind, what cannot at present be helped or redressed, considering such Casualties and Chances frequently befal Mankind; and let it more immediately, Sir, be your comfort, that it happens not by any Neglect or Extravagance of your own that your Fortunes are sunk thus low, but by inevitable Losses and Misfortunes, that have even conquer'd your Diligence, and baffled your Industry, insomuch that I may say, that Fortune her self strives against you. Yet be not cast down, but think that you may yet live, not only to overcome this Storm of Adversity, but to see many prosperous Days. Remember the Eclipse Holy *Job* suffered, and with him be comforted, that your *help is in the Lord*, and that *God will not leave nor forsake those that trust in him.* These things I thought fit to put you in mind of, in hopes they

may establish you in an unconquerable Resolution, to undergo what is laid upon you till it can be redressed; And so, till I have the opportunity to pay you a Visit, I take leave to subscribe my self,

Sir,

Your constant and most faithful Friend to serve you,

T. D.

A Letter to Congratulate *a Party upon his overcoming any Danger, or being freed from Trouble,* &c.

SIR,

I Am not a little over-joy'd that the opportunity is put into my Hands, whereby I have leave to express how much I am concerned for your deliverance, the News of which was more pleasing to my Ear, than the sound of melodious Musick; banishing at once from my Heart, that sorrow and melancholy my Fears had created on your behalf, and re-established in their places, that Tranquility of Mind, that renders me all Joy and Lightsomness, more perhaps than I can reasonably expect should gain belief, were it related; however, I shortly intend, God willing, to wait upon you, and express my self in another manner. Till when, Sir, I am

Your loving Friend and very humble Servant,

T. G.

A Letter from a Wife to her Husband, accusing him of Delay.

Dear Husband,

I Take this occasion to write to you, that I may put you in mind of your promise, which you made me of returning at a certain day, which now is past, and yet I hear no certainty when you will be with me; wherefore I cannot but tax you with unkindness, unless I should flatter my self, that some new occasion of your delay has happened, or some cross accident fallen out; but if so, yet me-

methinks you might have been so just to my Fears as to send me word, that being thereby better satisfied, I may restrain the Disorders that sundry conjectures have raised in me, nor would you sure have delayed it, if you knew, or were sensible of the Afflictions I undergo, by being hurried upon Uncertainties, especially if the Ties of our former Love has suffered no violation, or is not on your part chill'd with the blasts of Coldness and Indifferency. However, let me at last hear from you, that I may rest better satisfied, and till then I remain

Your Loving Wife,

A. D.

The Answer.

Most Loving Wife,

I Received your Letter, wherein you seem not to accuse me of Neglect, in which indeed I will not altogether undertake to justifie my self, especially in that part which relates to my not sending to you, though it rather happened through hurry of Business and Affairs, that I have unexpectedly met with, than through any Coldness or Disrespect for her, whom I sincerely profess to Love and Esteem above all Earthly Things. Therefore let me intreat you to calm your Fears, and add a little to your Patience for a few Days, at the end of which, I shall not fail to be with you, and render you a better account of my Business, as I well hope to your satisfaction. Till when I heartily Subscribe my self,

Your kind and ever-loving Husband,

E. D.

A Letter of Compliment, from one Gentlewoman to another, in excusing a Visit.

Madam,

I Profess I know not how sufficiently to express my self in such obliging Terms, as may be sufficient or capable of carrying with them so much as the face of an Excuse for the late unseasonable Visit I gave your Ladyship, tho' when I consider your

good Nature, Gentleness, Generosity and Easiness to pardon and forgive, I may somewhat a bolder dress upon the Lines, which I send to plead for me, and on my behalf: however, if you forget my uncomely intrusion, I have thus much to say, That I must wholly attribute it to your Goodness, and shall never cease to be an Admirer of your Vertues, whilst I am,

Madam, Your Faithful Friend to serve you,

A. G.

The Answer.

Dear Madam,

YOU need not to have strained your self to excuse what I never thought a Crime, but rather look'd upon as a great Honour and Favour, being proud that you would grace my Habitation with your Presence. I might indeed excuse my self upon so sudden a surprize, for the poor Entertainment I could presently accommodate you withal. But I hope you'll be so favourable to me, as to guess at my good Intention, by the desire I have to be,

Madam, Your most obliged Servant,

M. L.

A Letter of Instructions to a Young Gentlewoman.

Madam,

HAving had the honour not only to be acquainted with your self, but likewise with the rest of your good Family, I cannot but express the zeal I have to serve a Gentlewoman of such promising Towardness, as your Years give us a lively earnest to hope; and therefore thought fit to let you know, that it is the desire of your Parents, that you should be with me, in order to be instructed in such things as may render you more accomplish'd. And indeed, it is not the least of my Happiness that it is in my power, through my Labour and Industry, to contribute any thing to your Advantage; for let me entreat you not to delay coming to me with the first

convenient, no doubt to find such Welcome and Usage, as I hope will be pleasing and agreeable to your Humour and Constitution: Wherefore, in expectation you will comply with the desire of your Parents, and render me happy in your Conversation, I remain

Your real and most affectionate Friend,

A. P.

A Letter written to reclaim Youthful Extravagancies in a Son, &c.

SON,

THE unhappy Report of your Vagaries and wild Extravagancies having reached my Ears, I could no longer refrain to let you understand, that I resent them very heinously, and am altogether displeased, that you should give up the Prime of your Years to such Follies, as you stand charged withal; especially when I expected other Fruits of my Labour and Care, to render you such an one as might be a Credit rather than a Reproach to me, you little deserving the Cost I have from time to time bestowed upon you in Learning, and other things, to fit and qualifie you for Imployments, that might not only prove profitable, but render you accomplished: Nor is it the smallest part of my Grief to hear, that you are addicted to Drinking, and uttering prophane Words and Expressions altogether unbecoming a Gentleman. Wherefore I conjure you, by all the bonds and ties of Nature and Affection, by which you stand bound and obliged to me, that you speedily reform your Ways and Actions, or expect to be ever disowned and rejected by

Your Incensed Father,

R. A.

A Let-

A Letter from an elder Brother to a younger, exhorting him to a good Behaviour and seemly Carriage.

Dear Brother,

I Thought fit, seeing you are arrived at sufficient Years of discretion, to put you in mind, that your childish Affairs ought now to be laid aside, and instead of them more serious thoughts and matters take place, that so you may add to the Reputation of our Family, and gain to your self a good Esteem, which is of great value, and ought to be prized at no common rate, as being the chiefest Adornment of Youth and Age; nor would I have you take this Admonition amiss, or altogether out of humour, and consequently term it out of season; but as the true sence and cordial desire of him that loves you, and wishes your Advancement and Welfare equal with his own, coveting nothing more than to see you thrive both in Wealth and Reputation. And so hoping this Advice will not be taken amiss, nor create any wrong understanding between us, I take my leave, and am

Your very loving Brother,

P. C.

A Letter of Thanks for an Advancement.

SIR,

THE Credit of your Letter having procured me what I desired and so earnestly wished for, I should prove my self very ungrateful if I should any longer delay to make an Acknowledgment of your Favour, wherefore I took the boldness to send you in this Paper my hearty and unfeigned Thanks, confessing them at the same time, as I alway shall be ready to do, a poor and unworthy Return for so great a Kindness: however, I must entreat you, till I am in a capacity to send you a more suitable Acknowledgment, to accept them, or at least entertain them as a pledge of my Respect, till my future endeavours speak more largely

the

the Sentiments of my Soul; and till then, all I can do more is to subscribe my self,

Sir, Your most devoted Servant,

T. R.

The Answer.

SIR,

THE Acknowledgment you have already made me, deserves a greater favour than any thing that is in the compass of my power can oblige you withal, and it is not the least of my happiness, that it so luckily came into my mind, to think of the way I did to oblige you, nor shall either my Studies or Endeavours be wanting to serve or oblige you in what I may, though I dare not imagine it will ever be in my way to do for you, according to your Worth and Merit; however, let it be taken in good part, that nothing shall be wanting in me so far as my Ability or Interest will any ways contribute to your Welfare; nor let it at all concern you to make any further Requital for what is past, seeing I voluntarily own that I am already more than rewarded if we come to weigh the merit of so trivial a thing. And so, Sir, making it my Study to find out new ways to oblige you, I remain

Your cordial Friend, and most humble Servant,

A. L.

A Letter to Congratulate *a Person upon his Return out of Foreign Parts, or from a long Journey.*

SIR,

I Am overjoy'd at the News of your happy Return, and the more, because the Assurance I have of your safety has banish'd those Fears that oppressed me when you were absent, lest some Mischance or sad Mishap had befallen you; yet, at the same time I must accuse my self for sending you a Paper, when indeed I ought to have waited upon you in Person, though in my Defence I may say thus much, that had not extraordinary Business detain'd me, I had not failed to have been with you; how-

however, that business once dispatched, I will no longer delay my coming, to let you by word of Mouth, more plainly know how much I am

Sir, Your very humble Servant,

T. B.

A Letter to Congratulate *one recover'd from Sickness, &c.*

SIR,

I Send this Paper to let you know, that I am not ignorant of your Recovery from the dangerous Sickness, which, to my very great Sorrow, I perceived the last time I was with you, had brought you in a manner to the very brink of the Grave, though I must acknowledge you made the best of it, by bearing your Affliction with invincible Patience, and made your Suffering seem light, because you would not see the Afflictions of your Friends, who incumbred you with their Lamentations: But now the storm is over, and all is calm again, what can they or I do more than rejoyce? Like Mariners, that after a tedious and threatning Tempest have brought their Ship safe into an Harbour, and have leisure to refresh themselves on some hospitable Shore, it happens with us, who, after much perplexity and disquiet of Mind, have at last found ease and refreshment in the Recovery of our Friends; the which I heartily wish may continue, and in hopes thereof I flatter my self with a more than ordinary Felicity, and am,

Sir, Your ever constant and faithful Friend,

C. G.

A Letter of Intreaty to ask a Favour, &c.

SIR,

BY your reitterated Favours, and frequent Promises of Kindness, I am emboldned once more to press and intrude upon your good nature with a further request, the purport of which is, that you would be pleased to send me by this Bearer, the summ

summ of Twenty Pounds; tho' indeed I cannot, considering the frequent obligations you have laid upon me, ask it without a blush; however my necessity compels me to it, and all I can say for my self is, That besides my denominating you the best of Friends, I must make it my business to inform my self how I may, in some measure, gratifie you for the Benefits I have received, and ever remain,

Sir, Your most obliged Servant,

T. K.

A Letter of Promise from one Party to another.

SIR,

I Am not forgetful in what nature I made you a Promise, and doubt not, but that you expect I should fulfil it, than which I intend nothing more: However, I must beg your Pardon if I cannot do it so soon as is expected, tho' I am not in the least forgetful; nor do I ever intend to be, till I have given you that satisfaction, which I question not may be answerable to your Desires: And so, Sir, using my utmost diligence to answer with all convenient speed your expectation, in discharging my word and plighted troth, I remain

Your Servant to command,

T. G.

A Letter of Thanks for a Present received.

SIR,

SHould I be wanting to return you my Thanks for the Present you sent me, I might be censur'd not only to be unworthy of it, but likewise of your favour and good opinion, which I most of all esteem; and therefore to avoid any such misfortune, I send this Paper as the silent Messenger of my unfeigned Thanks and good Wishes towards you, not doubting speedily to give a better demonstration of the Esteem I have for you, and of the Respect I bear you: However hoping, as a Friend, you will be pleased at present to take this in good part, I rest

till

till a better opportunity enables me more fully to express my self,

Sir,

Your most devoted Servant,

A. P.

Thus, Reader, my first Task is at an end,
Which I, as useful, to the World commend:
Yet leaving it for those to judge who read,
I now to things more useful do proceed.

Stiles and Titles of Honour, &c. Or True Instructions for External and Internal Super— and Subscriptions of Letters, according to the best Rules and Methods, in use amongst the most Ingenious Secretaries, &c.

READER, having given you a prospect of the intent, purport, sundry kinds and management of Letters as to Matter and Form, &c. together with Examples of the most curious Letters of all kinds, especially such as are necessary for the intended purpose and design; I think it fit to add more Curiosities, so that nothing may be wanting that is any ways suitable or convenient, (*viz.*)

1. When you write to any Person, if you would have it well accepted, you must consider his or her Title, Degree, or Alliance, and so frame your Complement, Superscription and Subscription accordingly; and that you may know how to distinguish in this case, as to Titles of Honour or Respect, take notice, in your Addresses, this Form is mostly in use, *viz.*

To the King; *Sir*, or *May it please Your Majesty*; and sometimes, *Sacred Sir, Dread Sir, Liege Lord*, &c.

To

To the Queen; *Madam*, or *May it please Your Majesty*, or *Most Sacred Majesty*.

To the Prince; *Sir*, or *May it please your Royal Highness*.

To the Princess; *Madam*, or *May it please your Royal Highness*.

To a Duke; *My Lord*, or *May it please your Grace*.

To a Dutchess; *Madam*, or *May it please your Grace*.

To a Marquis; *My Lord*, or *May it please your Lordship*.

To a Marchioness; *Madam*, or *May it please your Ladyship*.

To an Earl; *My Lord*, or *Right Honourable*.

To a Countess; *Madam*, or *Right Honourable*.

To a Viscount; *My Lord*, or *Right Honourable*.

To a Viscountess; *Madam*, or *Right Honourable*.

To a Baron; *My Lord*, or *May it please your Lordship*.

To a Baroness; *Madam*, or *May it please your Ladyship*.

To a Baronet; *Sir*, or *May it please your Worship*. And to his Lady; *Madam*, or *May it please your Ladyship*.

To a Knight; *Sir*, or *Right Worshipful*. And to his Lady; *Madam*, or *May it please your Ladyship*.

To an Esquire; *Sir*, or *May it please your Worship*.

And indeed, *Sir*, or *Much Honoured*, is used to Gentlemen in general; as *Madam*, or *May it please you Dear Mistress*, is used to the contrary Sex of any degree, inferiour to what I have named: tho' in case of writing to a Duke, those that will strain to the heighth, stile him *Most High, Potent and Noble Prince*: And a Marquis, *Most Noble, and Potent Lord*, and the same to an Earl; as also to a Viscount, they give the Title of *Right Potent and Noble*

Noble Lord; and to a Baron *Moſt Noble Lord*; and ſo to the reſt in order, according to their Dignity or Degree, nay, according to their Advancement and Places of Honour; for although they may be of a meaner Quality, yet their Places of Honour and Truſt may equalize their Titles, during the continuation of that Preferment. As when the Lord-Chancellor, or Lord-Keeper of the Great Seal, Lord-Treaſurer and Lord Privy-Seal, take place next the Princes, *&c.* of the Blood Royal; and ſo, as the former, in reſpect of their Offices, the Lord-High-Chamberlain of *England*, the Lord-Steward of the King's Houſhold, and the Lord-Chamberlain of the King's Houſhold, take the places of Earls, and are ſtil'd in what degree ſoever they are, *Right Honourable*, &c. nor can I imagine it leſs than commendable for Inferiors rather to ſuperabound than leſſen or detract from the Titles of Honour, or Reſpect they ought to have for their Superiors.

There are other Titles which are proper external Superſcriptions, or ſuch whereby the Letter is directed, if it be not ſent by a ſpecial Meſſenger, and, many times, not amiſs to be inſerted, although the Meſſenger be ſpecial, and then to be written upon a Paper that covers the Letter, the incloſure not being ſealed to prevent tearing, as often in other Caſes it happens: And theſe are as follow, ſeldom varying, unleſs ſome addition be made in reſpect of ſeveral Titles centring in one and the ſame Perſon, which is frequently left to the diſcretion of the Superſcriber, *viz.*

To the King, or, *To His Moſt Excellent Majeſty*, or *To the Moſt Sacred Majeſty of W. the Third.*

To the Queen, or, *To the Queen's Moſt Excellent Majeſty.*

To the Prince, or, *To His Royal Highneſs.*

To the Princeſs, or, *To Her Royal Highneſs.*

And in caſe of the Lords Spiritual, *viz.*

To

To His Grace, the Lord A. B. *of* Cant.

To His Grace, the Lord A. B. *of* York.

And frequently the ſtyle is, *To the Moſt Reverend Father in God*, &c. If to other Biſhops, *To my Lord*, or, *To the Reverend Father in God*, &c. And to the other inferiour Clergy, *Reverend Doctor*, or otherwiſe, according to their Degree and Quality. But if you write to a Temporal Lord, you muſt vary the ſtyle after this manner, as, *To His Grace the D. of* B.

To the Right Honourable the Marquis of H.

To the Right Honourable the Earl of S.

To the Right Honourable the Lord Viſcount M.

To the Right Honourable the Lord B.

Nor ought the Sons of the Nobility to be dignified, though not the immediate Heirs, with leſs than the Title of *Honourable*, as being their due by Birth-right; and to a Knight and Baronet, by Vertue of his Patent, the Title of *Honourable and Right Worſhipful* is given. As likewiſe the latter to a Knights, and *Worſhipful* to an Eſquire.

Every Privy-Counſellor, though not a Nobleman, is ſtyled *Right Honourable*; all Embaſſadors have the ſtyle of *Excellency*; as likewiſe has the Lord-Lieutenant of *Ireland*, and the Captain-General of His Majeſty's Forces, when in being; nor has the Lord-Mayor of *London*, during his Mayoralty, a leſs Title than *Right Honourable*, and the Sheriffs, during that Office, are ſtyled *Right Worſhipful*; nor does any thing leſs than the Title of [Eſquire] extend to the Mayors of any Corporation, &c. after their Mayoralty is expired. As for Titles, or rather Complemental Civilities, due to Perſons of leſſer Rank, I leave them to the Diſcretion of the Writer, to ſuit them according to their Dignities, or the occaſion of his Writing; and ſo I proceed to other Matters neceſſary to be known.

Sub-

Subscriptions, and other curious Matters worthy the notice of the Reader; together with Directions for Pointing and Noting the Stops, &c.

AS for Subscriptions (which are those that are written under the Letter) they are no other than the Complements of the Writers, to which their Names are affixed, yet ought to express in some measure the Quality of the Person, by an owning Superiority in him to whom the Letter is directed, or a Power and Authority in him who writes it, over him to whom it is written; on the other hand, Friendship, Equality, or Familiarity.

When we write to Persons of Quality, we leave a large distance between the Body of the Letter and the Subscription, as likewise in case of the internal Superscription, which signifie the greater Respect. And if Letters of Business, or from any strange Place are required, you must on the left hand set down the Date of the Month, and the Name of the Place, which indeed may not be amiss in any kind of Letter, unless you would not discover the place from whence you send it. Wherefore, having thus hinted it, I leave the rest to the Discretion of the Writer, ever minding him to write in such a style as may be most suitable to the Capacity of those he writes to, and suitable to the Business or Affair he writes about, not affecting any Singularity or Formality, not making too often a repetition of unnecessary or affected Words; considering in the most seemly manner to suit what we write, as I before have hinted, to the Capacity, Quality, Sex and Age of the Person to whom it is intended. Nor must brevity and plainness be rejected, no, nor fairness in writing, especially by those

those who are not much incumbred with Business, and have time to deliberate on it; for, by so doing, together with true Spelling, great Applause is frequently gained; nor must the making up or sealing, be uncomely: but that which among the Learned is accounted the most necessary thing in writing, is the Art of True Pointing; and because many are ignorant therein, (by which means their Letter may bear false Constructions, and so disappoint their Expectations) I shall give some brief Directions to that purpose.

Directions for True Pointing, &c.

THE Points or Stops are principally Six, and are Characteriz'd in this manner, as they are generally found both in Writing and Print, tending to the great Advantage of either.

1. A *Comma* ,
2. A *Semi-colon* ;
3. A *Colon* :
4. A *Period* .
5. An *Interrogation* ?
6. An *Admiration* !

A *Comma* (,) being the first of these, though, by some 'tis held the least significant, is most frequently used: for requiring little or no breathing or pause, it is the oftner used; and that principally for the Smoothness and Intelligibleness of Style.

2. A *Semi-colon* (;) is that which carries a greater stress than the former, both in relation to the Sense and Pause, and is a medium between a *Comma* and a *Colon*, of late Invention; for indeed anciently there were no more Points than a *Colon* or *Period*, except the Sentence was Interrogatory or Exclamatory.

3. A *Colon* (:) was used properly, when the Sentence was not spent or ended, though the full Sense

Senſe was expreſſed, but now much oftner in uſe, by reaſon of the Acceſſion of new Points.

4. A *Period* or *Full-Point* (.) is placed where the Sentence or entire Senſe ends, not needing any further Explanation, *&c.*

5. A Note of *Interrogation* (?) or asking Queſtions, is placed at the end of a Sentence which demands a Queſtion, and requires an Anſwer, *&c.*

6. A Note of *Admiration* (!) is when any Perſon expreſſes himſelf in Wonder and Extaſie, with lifting up Hands or Eyes, *&c.*

There are, beſides theſe, Thirteen other Notes commonly uſed, though not ſo frequently, nor indeed are they ſo neceſſary as the former: However, I ſhall ſet down their Characters, and ſhow their uſe, *&c.*

1. An *Aſteriſm*	*	8. An *Index*	☞
2. An *Hyphen*	-	9. A *Parentheſis*	( )
3. A *Caret*	ʌ	10. A *Crotchet*	[ ]
4. An *Obeliſque*	†	11. A *Section*	§
5. A *Separation*	--	12. *Paralells*	‖
6. A *Quotation*	"	13. A *Paragraph*	¶
7. An *Apoſtrophe*	'		

1. *Aſteriſm* (*) or *Little Star*, is frequently uſed when any Sentence or Hiſtory is alluded to, or may be compared with another.

2. An *Hyphen* or *Diviſion* (-) is of no other uſe than for Connexion (as a Burnt-offering) or, when at the end of a Line it directs half a Word to the other half in the next Line.

3. A *Caret* (ʌ) in uſe to no other end, than to mark where Words that are left out and interlined, ought to come in.

4. An *Obeliſque* (†) or *Dagger*, is generally uſed to refer from the Subſtance to the Matter in the Margent, in comparing the ſignification of the Word in ſeveral Languages.

5. A

5. A *Separation*, (-) as I have hinted, divides or directs to a Word, which is half in one Line, and half in another.

6. A *Quotation* (“) is, when a Party borrows or cites the Words of another, they being expresly the same.

7. An *Apostrophe* (') is the cutting off of a Vowel for shortness, and is most commonly used in Verse.

8. An *Index* (☞) is used to point at, or mark out some notable Sayings, or the stress of the matter.

9. A *Parenthesis* ( ) denotes the inclosed Words to sound somewhat different from the rest, which indeed are properly Sence without them, and altogether coherent, but the expression of the matter not altogether so plain and effectual.

10. A *Crotchet* [ ] differs little from a *Parenthesis*, and is frequently used when some extraordinary Word is to be noted, and for the more immediate Remarks sake is included; and sometimes a whole Sentence, but indeed is frequently used to explain the meaning after a *Parenthesis*.

11. A *Section* (§) is when a large Discourse or Treatise is divided into many Parts, and takes its name from cutting or dividing, *&c.*

12. *Parallels* (‖) are placed to compare the Significations of several Texts or Interpretations of Words of divers Languages, bearing one and the same meaning, though somewhat different in the Expression.

13. A *Paragraph* (¶) is no more than a compact number of Lines, the which although they are placed in a large Volume, refer to no more but themselves, as being entire and independent, as we vulgarly call it; they make a Story of themselves; and in this case, the Mark aforesaid precedes the first Sentence. And indeed, these Points, especially the former Six, are so necessary, that many

many times for want of them the Senſe may be miſtaken, or the true meaning of it perverted, even to the prejudice of the Writer: Nor was any thing more the occaſions of the Miſtakes of thoſe who conſulted the Oracles of Old, than the want of a true obſervance of the Points, by reaſon that the Sentences delivered, as their Anſwers, commonly bore a double Conſtruction and Meaning; ſo that by ſuch Sophiſtry the Devil deceived and deluded his ignorant Votaries: and truly many wicked Perſons have by his Example ſerved themſelves in this kind; that if ſo their Villany happened to be deteſted, they might find a Pretence to evade it, and aſſert their meaning to be otherwiſe: And of theſe I might inſtance many; but deſigning brevity, I ſhall paſs them over.

Thus, Reader, having my firſt Task fulfill'd,
I to your Hands the fragrant Garland yield,
Adorn'd with Roſes, deck'd with Lillies round,
Such as in Ages paſt were never found:
And though they in their native Garb appear,
No thought can form with Reaſon what's not here,
In all I promis'd, you will find me juſt,
For which I beg to gain a farther Truſt;
I beg [illegible] theſe winding Paths to tread,
That to the various Lands of Profit lead,
To bring from thence rich Wares, as needs muſt be
Grateful to Mankind, in a huge degree;
Such as to Youth and Age may welcome preve,
And let them [illegible] how for their Good I ſtrove,
Here for their Uſe I've brought into one Field
The ſtruggling Crop a Hundred late did yield.

The End of the *Firſt Part.*

PART

PART II.

Useful and Advantageous Instructions for the making all such legal Writings as are vulgarly in use; most fit, and chiefly design'd for such as are unskilful in that way, to be made use of, upon any sudden Emergency, and to supply the Occasions of Friends, Neighbours, &c. in case of the want of a Scrivener.

HAVING given such Necessary Instructions for Writing Letters, and the Art of managing them to the highest degree, in what relates to common Affairs, being further confident, that Matters whereby Conveniency, Profit and Advantage may arise, are ever the most acceptable, I have in this *Second Part* thought fit to proceed, in order to what cannot reasonably be supposed to fail my Expectation, but rather to heighten it, and give the Reader and Practitioner (in such Affairs) all imaginable Satisfaction, by setting down, in the exactest manner, the most legal Forms of such Writings as are vulgarly in use between Man and Man, *&c.* With many other things of the like nature, whereby an indifferent Scholar may be enabled upon any emergency to supply the wants and occasions of his Friends, Neighbours, or any other Person, without the assistance and charge of a Scrivener or Attorney, who are not at all times, nor in

every place to be found. But not longer to prologue upon a matter of such importance, that is able to speak for it self, I shall proceed to what is exemplary; and first, I shall open my Design with sundry Forms of Acquittances to be given or taken for the greater safety and security of the Person paying or receiving Moneys, either in way of Trade, Traffick, or upon any other account whatsoever.

An Acquittance for Money paid in part of a Bond.

REceived, *April* the Second, 1695, of *Oliver Wittany*, the Summ of Five Pounds ten Shillings & Six-pence, in part of a Bond of Twenty Pounds, due and payable to me on the Twenty eighth day of *March* last past, and bearing date the Twenty eighth of *September*, Ann. Dom. 1694. in acknowledgment of which Receipt of the said Summ of Five Pounds ten Shillings Six-pence, I have hereunto set my Hand the Day of the Date and Year first above-mention'd.

	l.	*s.*	*d.*
	05	10	06

Witness,
Thomas Leighton. *Abraham Cornelius.*

A Receipt, or Acquittance, to be given by an Apprentice, Clerk, or Menial Servant, on the behalf of his Master, &c. when authorized.

June *the First Day*, 1695.

THen Received of *William Walcomb* the Summ of Five Pounds ten Shillings and Six-pence, being in part of other Summs and Accompts, yet depending and remaining unpaid. I say Received for the use of my Master *Thomas Grant*,

	l.	*s.*	*d.*
	05	10	06

By me, *John Servewell*.

Ano-

Another of the like kind in full.

REceived the Second of *June*, 1695, of Mr. *William Holiate*, the Summ of Ten Pounds, which, by virtue of sufficient Authority so to impower and authorize me, I do acknowledge to have received in full of all Accompts, for the use of my Master *Tho. Wenton*. In Witness whereof, I have set my Hand, the Day and Year above-mention'd.

l.	*s.*	*d.*
10	00	00

Robert Wingate.

An Acquittance in full for Money, in way of Trade, or Lent without any Obligation.

April 3. 1695.

THen Received of Mr. *John Paywell* the Summ of Ten Pounds, due from him to me upon Accompt, and is in full for all, and all manner of Debts, Dues, Demands or Accompts, due from him to me, or any ways depending between us, which in Law or Equity I can justly or lawfully demand, or lay claim to. In Witness whereof, I have set my Hand the Day of the Date and Year above-mention'd.

l.	*s.*	*d.*
10	00	00

Witness, *Arthur Reinel.*
Alexander Summerton.

An Acquittance in full, for a Horse, &c.

REceived, *June* the First, 1695, of *William Barkshire*, the Summ of Fifteen Pounds Five Shillings, in full for one Bay Gelding fifteen hands high, vouched and sold by me to him the said *William Barkshire*, in open Market, the date of the Day and Year above-mention'd. In Witness whereof, I have set my Hand.

l.	*s.*	*d.*
15	05	00

Witness *James Driver.*
Thomas Carter.

An Acquittance in full for Rent.

April the Sixteenth day, *Anno Dom.* 1695.

THen Received of Mr. *John Houſman*, the Summ of Seven Pounds Ten Shillings in Money, and Ten Shillings more which I have ſet off and diſcounted for, and in conſideration of his paying ſo much for Taxes on my behalf; which ſumm of Eight Pounds is in full payment for a Quarter's Rent, due from him to me (for the Meſſuage or Tenement in which he now dwelleth) at the Feaſt of the *Annunciation* of the Bleſſed Virgin laſt paſt: In acknowledgment and witneſs whereof, I have ſet my Hand, the Day and Year of the date above-mention'd.

l.	*s.*	*d.*
08	00	00

Witneſs, *Abel Saywell.*
Benjamin Ridgely.

Another Acquittance for Rent.

REceived, *May* the Fifteenth, 1695, of *James Broghill*, the ſumm of Twenty Pounds, being in full for half a Year's Rent, due at our *Lady-day* laſt paſt, from him to me, for his Farm ſituate in the Pariſh of *Mitcham*, in the County of *Surry*. I ſay, Received

l.	*s.*	*d.*
20	00	00

By me *Andrew Winton.*

A plain, ſhort and ordinary Acquittance, which may ſerve upon any occaſion.

REceived, *July* the Tenth, 1695, of *James Brummingham*, the ſumm of Twenty five Pounds four Shillings, in full of all Accompts. I ſay, Received

l.	*s.*	*d.*
25	04	00

By me *Thomas Longdale.*

Acquittances proper to be given by a Brewer's Clerk.

June the First, *Anno Dom.* 1695.

THen Received of *Ralph Fillpot*, for Ten Barrels of Beer, and Four of Ale, ten Pounds ten Shillings, at Fifteen Shillings *per* Barrel. At which time Ten Barrels of Beer, and One of Ale rested upon the whole Accompt. In consideration of the Receipt of which summ, to the use and behoof of my Master, Mr. *Thomas Higdale*, I have, in witness thereof, hereunto set my Hand, the date of the day and year above-mention'd.

l.	*s.*	*d.*
10	10	00

James Nash.

An Acquittance in full on the like Account.

REceived this Tenth of *April*, 1695, of *William Lee*, Victualler, the summ of Ninety Pounds, for Ale and Beer to him and to his behoof delivered, by the order of my Master Mr. *James Johnson*, and is in full of all Accompts between the same *James Johnson* and *William Lee*. In witness whereof, I have set my Hand, the date of the day and year abovesaid.

l.	*s.*	*d.*
90	00	00

Walter Grimsby.

After this manner (though with somewhat of Alteration) for things that in variety require to be mention'd as to their Name and Quality, may any Acquittance be made, tho' in case of a full payment. If in a concern of moment, nothing is more proper or safe than a General Release; which, if given in the Presence, and attested under the Hands of good Witnesses, many times secures the Party from Cavils or Exceptions, that may be made or raised about the Insufficiency of an Acquittance;

wherefore I shall in the next place proceed to give you the Form of that Indemnity, that is past any peradventure of defect, if legally obtained, and truly dated.

The Form of a general Release.

KNow all Men by these Presents, That I *James Wills*, of *Gravesend*, in the County of *Kent*, Mariner, have demised, releas'd, and for ever quitted Claim, and by these Presents do Demise, Release, and for ever quit Claim to *Christopher Bedrow*, of the City of *Canterbury*, in the County aforesaid, Merchant, his Heirs, Executors and Administrators, of all and all manner of Action and Actions, Suits, Bills, Bonds, Writings, Obligatory Debts, Dues, Duties, Accompts, Summ and Summs of Money, Leases, Mortgages, Judgments by Confessions or otherwise obtained, Executions, Extents, Quarrels, Controversies, Trespasses, Damages and Demands whatsoever, which in Law or Equity, or otherwise howsoever, I the said *James Wills* against the said *Christopher Bedrow* ever had, and which I, my Heirs, Executors or Administrators, shall or may have Claim, Challenge or Demand, for or by any Reasons, Means, or Colour of any Matter, Cause or Thing whatsoever, from the Beginning of the World, to the Day of the Date of these Presents. In Witness whereof, I have hereunto set my Hand and Seal, this Fourteenth day of *April*, in the Seventh Year of the Reign of our Sovereign Lord *William* the Third, King of *England*, &c. and of Man's Redemption, 1695.

Seal'd and Deliver'd in the presence of
James Barker,
Tho. Singleton.

James Wills.

As for this Form, it may serve upon any occasion of

of this nature, and include two or more Persons, if the Matter require it; but then the Names of the Releasers, and the Released, must be inserted with the Place and Country, as also their Quality, and the letter *I* must be changed into *we*, and *my* into *our*, as also *his* into *their*, &c. Though indeed, in such a case, the Charge and Trouble not being great, each individual Person would be more assuredly secured if he procured a Release, in which himself is only included as the Released: However, for the better Satisfaction of those who would not be at so great a trouble of writing that twice, which they imagine, and indeed may prove sufficient, having done it once, amongst honest and well-minded Persons, I'll set down the Form of a Double Release.

The Form of a Release wherein more than One is included.

KNow all Men by these Presents, That we *George Willis*, of the Parish of St. *John's Hackney*, in the County of *Middlesex*, Gent. and *Thomas Barber*, of *Edger*, in the same County, Husbandman, have jointly and severally Remised, Released, and for ever quitted Claim, and by these Presents do Remise, Release, and for ever do quit Claim to *James Percy*, and *William Symms*, of *London*, Gentlemen, their Heirs, Executors & Administrators, of all and all manner of Action, and Actions, Cause and Causes of Actions, Suits, Bills, Bonds, Writings Obligatory, Debts, Dues, Duties, Summ and Summs of Money, Leases, Mortgages, Judgments by Confession or otherwise obtained, Executions, Extents, Quarrels, Controversies, Trespasses, Damages and Demands, which in Law, Equity, or other ways whatsoever, we the said *George Willis*, and *Thomas Barber*, against the said *James Percy*, and *William Symms*, ever had, and which we, our Heirs, Executors, or Administrators, shall or may have Claim

Claim, Challenge or Demand, for or by any Reason, Means, or Colour of any Matter, Cause or Thing whatsoever, from the beginning of the World, to the day of the date of these Presents. In Witness whereof we have hereunto set our Hands and Seals this Twentieth day of *May*, in the Seventh Year of the Reign of our Sovereign Lord *William* the Third, King of *England*, &c. and in the Year of Man's Redemption, 1695.

Signed, Sealed, and Delivered in the presence of — *George Willis.* ●
T. Meridon, — *Tho. Barbar* ●
C. Gebernus,

A most exact Copy of a Letter of License, usually granting and allowing time of safe Conduct to a Debtor incapable of making present payment; as in the Form will more plainly appear.

TO all to whom these Presents shall come, we whose Names are here-under subscribed and annexed, Creditors of *Humphrey Baldwin*, Citizen and Grocer of *London*, send Greeting. Whereas the said *Humphrey Baldwin* doth now stand indebted unto us his Creditors, in divers Summs of Money, which we are truly sensible he is not at present able to pay; and we the said Creditors, and each of us respectively, being very well satisfied of the good intent and meaning of the said *Humphrey Baldwin*, which he hath to pay us our said several Debts: Now know ye, That we the said Creditors, and every one of us, for the considerations aforesaid, have given and granted, and by these Presents do give and grant unto the said *Humphrey Baldwin*, our sure and free License, Liberty and Conduct as in us is, to go, come, pass and repass about his Business and Occasions, for and during the term and space of two whole Years from the date hereof, without Lett, Sute, Trouble, or Molesta-

tion

tion of us his said Creditors, or any of us, our, or any of our Heirs, Executors, Administrators or Assigns, or any of our Sute or Sutes; and if it shall happen that the said *Humphrey Baldwin*, at any time during the said term of Two full Years, to commence from the date hereof, shall by us his said Creditors, or any of us, ours, or any of our Heirs, Executors, Administrators or Assigns, or by any other Person or Persons, by, or through the Commandment, Will, Consent or Knowledge of us, or any of us or them, contrary to the tenor and true meaning of these Presents, be any ways Arrested, Sued or Molested in his Person or Goods, and be not thereof forthwith discharged and defended, that then the said *Humphrey Baldwin*, his Executors, Administrators or Assigns, shall, by virtue of these Presents, be for ever clearly acquitted and discharged against him or them, his or their Executors or Administrators, by what means or consent the said *Humphrey Baldwin* shall, contrary to the true intent and meaning of this our present Writing of Safe-Conduct, be vexed, sued, arrested, attach'd or hindred as aforesaid, and thereof not forthwith discharged and defended as aforesaid, and that it shall and may be lawful for the said *Humphrey Baldwin* to plead and give in Evidence of this our present Writing of Safe-Conduct, as in full bar and discharge of the Debt and Debts of such Person or Persons by whom the said *Humphrey Baldwin* shall be so arrested, sued, or molested as aforesaid. In witness whereof, we the said Creditors of the said *Humphrey Baldwin* have hereunto set our Hands and Seals the Twenty eighth day of *March*, *Anno Dom.* 1695. *Annoq; Regni Dom. Reg.* Willielmi *Tertii, nunc* Angliæ, *&c. Septimo.*

Witness,

Adam Drake, *Sam. Turvil.*

Benjamin Lane, *Will. Placin.*

Thomas Smith. *Geo. Newlod.*

And so in two Rows, if one suffice not, you may have it subscribed with the Seals annexed; and this Instrument must be Sealed, Signed, and Delivered by each individual Party, to your use and behoof, as an Obligation of that kind, and ought to be safely laid up, and carefully regarded. And seeing that a Letter of Attorney is wonderfully useful on sundry Occasions, as enabling Persons the better to act by their Agents, when themselves are incapable, or at the greatest distance; subsequent to this, I shall give you the safest and most exact Form, *&c.*

The Form of a Letter of Attorney, to impower one to Receive or Sue for a Debt, and may serve in general, &c. *the Name, and Circumstance of the Business being changed as Occasion requires.*

KNow all Men by these Presents, That I *Richard Wadder*, of *Hertford*, in the County of *Hertford*, Yeoman, have for sundry good Causes, and weighty Considerations, Nominated, Constituted, Ordained and Appointed, and by these Presents do Nominate, Constitute and Appoint, and in my stead and place, put my trusty and well-beloved Friend, *James Groby*, of *London*, Gentleman, my true and lawful Attorney, to Ask, Demand, Levy, Recover and Receive for me, and in my Name, and to my use and behoof of *Wil. Badding*, of C. in the County of *Essex*, Husbandman, the Summ of Forty Pounds, of good and lawful Money of *England*, which he the said *William Badding* oweth to me, & wherein he standeth bound unto me by his Bond, or Writing Obligatory, under his Hand and Seal, bearing Date the Twenty eighth day of *March*, Ann Dom. 1694. giving, and by these Presents granting to my said Attorney my sole and full Power and Authority in the Premises, to Sue, Arrest, Implead, Imprison and Condemn the said

William

William Badding, his Heirs, Executors, or Administrators, for me, and in my Name, in any Court, Spiritual or Temporal, before any Judge or Justice; and the same *William Badding*, his Heirs, Executors, or Administrators, again out of Prison, to deliver at his discretion, and upon the receipt of the said Summ of Forty Pounds, or any part thereof, one or more legal Acquittance, or Acquittances, Discharge, or Discharges for me, and in my Name, to Make, Sign, Seal and Deliver; as also one or more Attorney or Attorneys under him, to Substitute or Appoint, and again at his Pleasure to revoke, and further to doe, execute, perform, and finish for me, and in my Name, all and singular thing or things, which shall or may be necessary, touching and concerning the Premisses, as fully throughly and entirely, as I the said *Richard Wadder*, in my own Person, might or could doe in or about the same, Ratifying, Confirming and Allowing whatsoever my said Attorney shall so doe, or cause to be done in the Premisses, by these Presents: In Witness whereof, I the said *Richard Wadder* have hereunto set my Hand and Seal, the Seventh Day of *April*, in the Seventh Year of the Reign of our Sovereign Lord, *William* the Third, King of *England*, &c. and in the Year of our Lord God, One thousand six hundred ninety five.

Richard Wadder.

In case any Person should unadvisedly give or grant any such Letter of Attorney, which he, upon more mature deliberation, is willing to revoke; then he may, for the repealing it, write and deliver his Form, as a publick Protestation against the Letter so granted in particular or general.

TO all Christian People to whom these Presents shall come, *Richard Wadder*, of *Hertford*, in the County of *Hertford* Yeoman, sendeth Greeting. Whereas I the said *Richard Wadder*, upon the

Trust

Truſt and Confidence which I had in *James Groby*, of *London*, Gentleman, did, by my Letter of Attorney, conſtitute and make the ſame *James Groby*, in my Name, and for all and ſingular my Goods, Debts, Dues and Demands whatſoever, my lawful Attorney, and did give him further Authority and power to deal for me, as by the ſaid Writing to him made more at large appeareth. Now, Know ye, That I the ſaid *Richard Wadder*, for that the ſaid *James Groby* hath, by colour of the ſaid Authority to him given, behaved himſelf greatly to my hindrance, contrary to the Truſt and Confidence I repoſed in him, have Revoked, Countermanded, and made Void, and by theſe Preſents do Revoke, Countermand and make Void the ſaid Letter of Attorney, and all the Power and Authority of the ſaid *James Groby* to him given, as well by the ſaid Writing, as by any other means whatſoever, whereby he can or may pretend to have any doing or dealing for me, or in my Name, touching any thing that is mine. In witneſs whereof, I have hereunto ſet my Hand and Seal the Seventh day of *April*, in the Seventh Year of the Reign of our Sovereign Lord, *William* the Third, King of *England*, &c. and in the Year of our Lord God, 1695.

Richard Wadder.

☞ *Note*, That if it be made to Revoke a Letter of Attorney given for one certain Summ, that Summ muſt be only mention'd; but if no Limitation be ſet, you may expreſs the Truſt in general.

The Form of an Indenture of an Apprentice.

THis Indenture Witneſſeth, That *Thomas Williams*, Son of *John Williams*, late of the City of *Briſtol*, hath put himſelf, and by theſe Preſents doth voluntary, and of his own free Will and Accord, put himſelf Apprentice to *William Tradewell*, Citizen and Grocer of *London*, to learn his Art, Trade,

or

or Mystery, after the manner of an Apprentice, to serve him from the Day of the Date hereof, for and during the term of Seven Years next ensuing; during all which term, the said Apprentice his said Master faithfully shall serve, his Secrets keep, his lawful Commands gladly every where obey, he shall do no damage to his said Master, nor see it to be done by others, without letting or giving notice thereof to his said Master: he shall not waste his said Master's Goods, nor lend them unlawfully to any: he shall not commit Fornication, nor contract Matrimony within the said term: At Cards, Dice, or any other unlawful Game he shall not play, whereby his said Master may have damage, with his own Goods, nor the Goods of others: He shall not absent himself day or night from his Master's service, without his leave; nor haunt Ale-houses, Taverns, or Play-houses; but in all things behave himself as a faithful Apprentice ought to doe, during the said term. And the said Master shall use the utmost of his endeavour to Teach, or cause to be Taught or Instructed, the said Apprentice, in the Trade, or Mystery he now followeth; and procure and provide for him sufficient Meat, Drink, Apparel, Lodging and Washing fitting for an Apprentice, during the said term. And for the true performance of all and every the said Covenants and Agreements, either of the said Parties bind themselves unto the other by these Presents. In witness whereof, they have interchangeably put their Hands and Seals this Twenty ninth day of *March*, in the Seventh Year of the Reign of our Soverign Lord *William* the Third, King of *England*, &c. *Annoq; Dom.* 1695.

☞ *Note*, In this case there must be a pair of Indentures, one of them to be signed by the Servant, and delivered as his Act and Deed to the use of the Master; and the other signed by the Master

ster, and deliver'd in like manner to the Servants; and the Seals to be in the middle of the Indenture, hanging by a slip of Parchment, as in ease of an Indenture of Lease or Covenant.

The Form of a Will.

IN the Name of God, *Amen.* The Tenth day of *April*, in the Year of Our Lord God, 1695, I *Edward Mournful*, of *Stamford*, in the County of *Lincoln*, Gentleman, being very sick and weak in Body, but of perfect Mind and Memory, thanks be given unto God therefore, calling unto mind the mortality of my Body, and knowing that it is appointed for all Men once to die, do make and ordain this my Last Will and Testament: that is to say, principally, and first of all, I give and recommend my Soul into the Hands of God that gave it; and for my Body, I commend it to the Earth, to be buried in a Christian-like and decent manner, at the discretion of my Executors, nothing doubting but at the general Resurrection, I shall receive the same again by the mighty Power of God; and as touching such worldly Estate wherewith it hath pleased God to bless me in this Life, I give, devise, and dispose of the same in the following manner and Form.

Imprimis, I give and bequeath to *Mary*, my dearly beloved Wife, the Summ of Two hundred Pounds of good and lawful Moneys, to be raised and levied out of my Estate, together with all my Houshold-Goods and Moveables.

Item, I give to my well-beloved Son, *Robert Mournful*, whom I likewise constitute, make and ordain my only & sole Executor of this my Last Will and Testament, all and singular my Lands, Messuages and Tenements, by him freely to be possessed and enjoyed. And I do hereby utterly disallow, revoke and disanull all and every other former Testaments, Wills, and Legacies, Requests, and Executors, by me

in

in any ways before this time Named, Willed and Bequeathed, Ratifying and Confirming this, and no other to be my Last Will and Testament. In Witness whereof, I have hereunto set my Hand and Seal, the Day and Year above-written.

Edward Mournful. ●

Sign'd, Seal'd, Publish'd, Pronounc'd and Declar'd by the said ——— as his Last Will and Testament, in the presence of us the Subscribers, *viz.*

Peter Senfield,
Isaac Nelvil, and
George Doron.

☞ *Note,* That if any Legacies, or particular Summ or Summs of Money, Goods, Chattels, *&c.* be given, they must be mention'd, as the Names of those they are given to; and that, at this day, Three Witnesses are required, not any of them being included by Name in the Substance of the Will, as a Party concerned therein; for if so, the included Party is not held to be a legal Witness: And because, in case of Wills, many Controversies have arose, which have proved tedious and chargeable, I think it not amiss to cite the Opinions of the Learned in this kind, touching many things very material to be known.

Rules worthy of Observation, in Matters relating to Wills and Testaments, &c.

IF any Person Seiz'd in Fee, makes a Feoffment, declaring his Will, upon the livery of it unto a Stranger, to be, That the Feoffee shall stand Seiz'd to the use of the Feoffer, during Life, the Remainder to *William Simsley* in Fee. In this case, it is held, That the Feoffer cannot alter this Will by his Last Will, albeit in the said Last Will he doth frustrate the former Will; because, say they, the Use is in him, in the Remainder upon the Livery; and it is in his

his power to sell or dispose of it. But it is otherwise, if the Uses were declar'd to be the right Heirs of the Body of the Feoffer; for if so, it may be in his power to alter his Last Will and Testament.

If a Testament bear date at *Paris* in *France*, it may be proved by the Executor in *England*, and it is a sufficient ground for the Executor to bring an Action for the Recovery of the Testator's Debts contracted in *England*; but on the contrary, if the Obligation bear Date in *Paris*, then it is not sufficient to ground an Action upon, in any of our Courts.

It is further held, That if Lands be given to a Man for ever, by Will, that he hath a Fee thereby, and some think that he hath but a Freehold during Life, and no more: But on the contrary, if it be given to him and his Assigns, then he hath a Fee-simple.

If it so happen that any Party Wills me Fifty Pounds, when I shall be at the age of Twenty one Years, and it happen that I die before those Years are accomplished; yet it is held that my Executors may recover the said Moneys at the time it should have become due to me. But if a Man gives his Lands and Tenements to me and my Heirs, and it so falls out that I die before the Testator, then the Demise is held to be merely void, and the Heirs cannot by virtue of that Will recover the Land: nor is there wanting that makes for the Truth of these in *Swinborn*, part VII. fol. 208. *Plowd.* fol. 250. as in the Case of *Brent* and *Rigden*. *Dyer* fol. 59. *Plact.* 15. *Swinborn* V. part. fol 313. *Godolphin* part III. fol. 34.

If it happen that one possessed of Copy-hold, makes a Surrender of his Lands to the use of his Last Will, and then dies, the said Land cannot pass by his Will, but may by the Surrender, and the Will serves only as the Director.

In

In case a Man has a Term of Years in Land or Tenements, and the right thereof be in his disposal, and he, during the said term, grants it to a Stranger and dies, it is held, That the Wife can make no recovery of the remaining term of Years. *Perkin's Tit. Devises*, fol. 107.

More might be mention'd of this kind, but intending brevity, this at present may suffice to give an insight into further Matters, from which I proceed to other things of use, profitable and advantageous to the Reader.

The Form of a Deed of Gift.

TO all Christian People to whom these Presents shall come, I *George Wathingdon* send Greeting in our Lord God Everlasting. Know ye, That I *George Wathingdon*, for and in consideration of the Love, Good-Will and Affection which I have and do bear towards my loving Friend *Thomas Winterton*, of *London*, Merchant-Taylor, have given and granted, and by these Presents do freely, clearly and absolutely give and grant to the said *Thomas Winterton*, his Heirs, Executors, *&c.* all and singular my Goods, Wares, Plate, Jewels, Ready Money, Houshold-stuff, Implements, Chattels, Leases, and all other Things to me belonging, and which I may justly claim as in right my own, whether alive or dead, as well moveables, as things immoveable, both Real and Personal, in whose Hands, Custody or Possession soever they be, or wheresoever the same or any of them, or any part of them, can or may now or hereafter be found remaining or being, as well in the Messuage or Tenement, with the Appurtenances wherein I now dwell, as in any Place or Messuage whatsoever, *&c.* to have and to hold all the said Goods, Wares, Plate, Jewels, ready-Money, Houshold-stuff, Implements, and all other the Premisses, unto the said *Thomas Winterton*, his Heirs, Executors, *&c.* from hence-

forth

forth as his and their proper Goods for ever, absolutely without any manner of Condition, as I the said *George Wathingdon* have absolutely, and of my own accord, set and put in further Testimony. In Witness whereof, I have hereunto set my Hand and Seal the Eighth day of *April*, in the Seventh Year of the Reign of our Sovereign Lord, *William* the Third, King of *England*, &c. and in the Year of our Lord God, 1695.

Signed, Sealed and Delivered in the presence of

James Dowell, Charles Duman, Leonard Trusty.

George Wathingdon.

Things to be considered.

☞ *Note*, That if it so happen, that a *Deed of Gift* be made for any particular Thing, or Parcel, that only must be mention'd: and if for Money in the hands of a second Party, then will it be requisite to have a Letter of Attorney annexed to the Deed of Gift, impowring him to whom it is given, to receive it, as having the full Authority of the Donor so to doe.

If the Deed specifie and be made for Goods and Chattels, in consideration of a Debt, then the surest way is to have a Covenant in the same Deed, that the Donor shall permit the Donee peaceably and quietly to enter his House, or enter upon any other Place or Places where any such Goods shall be; and from thence, without any lett or hindrance, to convey them away, in order to convert them to his own use.

If so it happen that there is an Inventory of Parcels annexed to the Deed, then in the Deed ought to be a Covenant, binding the Donor not to waste, impair or imbezzle the said Goods, with his acknowledgment that they are free from all former Gifts

or

or other Incumbrances, at the time of the Signing and Sealing, fixing, as a part of the Goods a Three-pence, or any other convenient piece of Money in the Seal. But in case of Assurance for Debt of Goods and Chattels, the best way is held to be done by Bargain and Sail, indented with an Inventory of the respective Parcels annexed thereunto. And thus much for a *Deed a Gift*.

A short English Bill for Money.

KNow all Men by these Presents, That I *Jacob Cimbal*, of the Parish of St. *Margaret's Westminster*, Gentleman, do own and acknowledge my self justly to stand indebted to *Robert Calling*, of the Parish of St. *Leonard Foster-lane*, in *London*, Haberdasher, the just Summ of Ten Pounds of good and lawful Money of *England*, and which I do hereby promise to pay unto him the said *Robert Calling*, on the Twentieth day of *July* next ensuing the date hereof. Witness my Hand, this Twelfth day of *June*, Ann. Dom. 1695.

Jacob Cimbal.

A short English Bill with a Penalty, &c.

KNow all Men by these Presents, That I *Ralph Shaw*, of the City of *York*, Clothier, do owe and stand indebted unto *Thomas Widdinrow*, of the same City, Carpenter, the Summ of Fifty Pounds, of good and lawful Money of *England*, to be paid unto the said *Thomas Widdinrow*, his Heirs, Executors, Administrators or Assigns, in and upon the First day of *August*, next ensuing the date hereof, without fraud or further delay: for and in consideration of which Payment well and truly to be made, I bind me, my Heirs, Executors and Administrators, in the penal Summ of One hundred Pounds, of the like lawful Money, firmly by these Presents. In Witness whereof, I have hereunto set my Hand and

Seal

Seal the First day of *April*, in the Year of our Lord God, 1695.

Signed, Sealed and Delivered in the presence of *Ralph Shaw.*

John Selim,
Will. Bendon

☞ *Note*, That the former of these Bills is not better than a Book-Debt, but the latter will in many cases hold as firm as a Bond, *&c.* And now, for the better ease of such that understand not the Latin, I shall set down the Form of a Bond, both Obligation and Condition, in English, which is frequently used, especially in the Countrey, and will stand good in Law.

The Obligation, &c.

KNow all Men by these Presents, That I *James Rainskor*, of the Parish of *St. Giles's in the Fields*, in the County of *Middlesex*, Gentleman, am holden and firmly do stand bound unto *John Wattin*, of *St. Martins in the Fields*, in the said County, Vintner, the Summ of One hundred Pounds of good and lawful Money of *England*, to be paid unto the said *John Wattin*, his certain Attorney, his Executors, Administrators or Assigns whatsoever. To the which Payment well and truly to be made, I do hereby bind my self, my Heirs, Executors and Administrators, firmly by these Presents, Sealed with my Seal. Dated the Second of *April*, in the Seventh Year of the Reign of our Sovereign Lord *William* the Third, King of *England*, &c. and in the Year of our Lord, 1695.

The Condition of the Obligation.

The Condition of this Obligation is such, That if the above-bounden *James Rainskor*, his Heirs, Executors, Administrators or Assigns, shall well and truly pay, or cause to be paid to the above-named *John Wattin*, his Heirs, Executors,

cutors or Administrators, the full summ of Fifty Pounds of good and lawful Money of *England*, in and upon the First day of *September* next ensuing the date hereof, without fraud or further delay, that then this present Obligation to be void and of none effect, or else to remain in full force and virtue.

Sign'd, Seal'd and Delivered in the Presence of *James Rainskor.*

William Montal,
Richard Demmit.

☞ *Note*, If you design any place of certain payment, you ought to mention it in the Condition; viz. *at or in the dwelling-House of the said J. J.* &c. as also you may specifie after the summ of Money mention'd, these words, viz *(with lawful Interest)* if it be your Bargain to have Interest from the time the Money is lent; tho' Bonds, in many cases, pay no Interest, but from the time they become due, and especially if the Bond be given for Goods or Wares.

Another short Note, acknowledging Money due for Goods received.

MAY the Twenty first day, *Ann. Dom.* 1695, *Memorandum*, That I *James Wallis*, of the Parish of *Stepney*, in the County of *Middlesex*, Grocer, having received of *William Copping*, of the same Parish and County, Mariner, divers Goods and Wares, computed and agreed on between us to be of the value of Twenty two Pounds of lawful *English* Money; which summ of Twenty two Pounds, for and in consideration of the said Goods to be delivered, I promise to pay unto the said *William Copping*, on the Twenty second of *October* ensuing, the date above-mention'd. In Witness whereof, I have hereunto set my Hand.

James Wallis.

A sin-

A single Bill for Money without a Penalty.

BE it known unto all Men by these Presents, That I *Abel Drudger*, of St. *Albans*, in the County of *Hertford*, Yeomen, do owe and am indebted unto *Kaliban Hardy*, of St. *Albans*, in the said County, Husbandman, the Summ of Forty five Pounds ten Shillings and six Pence, of good and lawful Money of *England*, to be paid unto him the said *Kaliban Hardy*, his Executors, Administrators or Assigns, at or upon the First of *August* next ensuing the date hereof. In witness whereof, I have hereunto set my Hand, the Twentieth day of *April*, Ann. Dom. 1695.

Abel Drudger.

Witness,
William Trusty.

Note, That Bills without Penalties are rarely Sealed.

The Form of a Penal Bill single.

BE it known unto all Men by these Presents, That I *Zachariah Donnel*, of *Derby*, in the County of *Derby*, Gentleman, do owe and stand indebted unto *Waradine Westrum*, of *Chester*, in the County Palatinate of *Chester*, the Summ of Twenty Pounds of lawful Money of *England*, to be paid to the said *Waradine Westrum*, his Heirs, Executors, Administrators or Assigns, at or upon the Twenty second day of *September* next, ensuing the date hereof; which Payment well and truly to be made, I bind my self, my Heirs, Executors and Administrators, to the said *Waradine Westrum*, his Heirs, Executors, Administrators or Assigns, in the Penal Summ of Forty Pounds of the like Money firmly by these Presents. In Witness whereof, I set my Hand and Seal the Third day of *June*, in the Sixth Year of the Reign of our Sovereign Lord *William* the Third, King of *England*, &c. *Annoq; Dom.* 1695.

Sign'd, Seal'd, and Deliver'd, &c.
Joshua Barrim, &c.

Zacha. Donnel.

And

And after this manner may you make any Englisſh Bill or Bond, including one, two, or more Parties, by inſerting their Names, the Places where they live, and the Style of their writing themſelves; as alſo changing *I* into *We*, and *My* into *Our*, &c. naming likewiſe the Summ of Money. And if the Obligation be made to more than one, then *his* muſt be changed into *their*; all which may, without much difficulty be obſerved by an indifferent Scholar, by his conſidering what refers to the *Singular*, and what to the *Plural Number*. But before I proceed to give you the Forms of Obligations of greater moment, and ſuch as are more in uſe, with their differences and diſtinctions, I think it not amiſs, for the better underſtanding of ſuch as are not very converſant therewith, to give an inſight into the true meaning and intent of ſuch Obligations.

The nature and true meaning of Bonds, Bills, &c.

A Bill, Bond or Obligation, is that whereby one Party is bound to another by a Deed, Act, and Obligation, in writing, for a Summ of Money, or upon other accounts or occaſions as the caſe requires, and ought to be done voluntarily, and without compulſion, force, or violence, whereupon it is taken and accounted to be the right of the Perſon who hath another Perſon bound to him to pay him that which he oweth him; and therefore Right is not only held to be the cauſe of an Obligation, but the very life and ſuppert of it; and the difference between an Obligation in *Engliſh*, and an Obligation in *Latin*, is defined by the Appellation of Bill and Bond, and the word takes its being, or is derived from the Latin word *Obligatio*, which again is a word proceeding from *Obligo*, to bind, and may be made with or without a Penalty, but muſt not enjoyn the Party obliged any thing unlawful or impoſſible; for if ſo, the Obligation of it ſelf is void and of none effect: Nor

are

are Infants, or others under Age, and such as are Distracted, or out of their right Senses, bound to perform any Covenants in this kind, except the former, may doe it in case of necessary Food, Schooling, Apparel, or the like; as also in Marriage, and becoming Executors to another, and then too, the Males must be of the Age of Fourteen Years, and the Female of the Age of Twelve, and then they are obliged to perform and fulfil such Covenant or Obligation, and may be legally sued upon refusal, when at Age. And thus much for Instructions: From whence I proceed to the Forms of Bonds in Latin, *&c.*

The Form of a Bond from one Party to another.

The Obligation.

NOverint Universi per præsentes me Willielmum Doron, de Parochia Sancti Ægidii in Campis, in Comitatu Middlesexiæ, Generosum, teneri & firmiter obligari Francisco Melmo de Lond' Armigero, in Centum Libris bonæ & Legalis Monetæ Angliæ solvend' eidem Francisco Melmo, aut suo certo Attornato, Executoribus, Administratoribus, vel assignatis suis; ad quam quidem solutionem bene & fideliter faciendam obligo me, Hæredes, Executores, Administratores meos, firmiter per præsentes, sigillo meo sigillat' dat' primo die Maii, Anno Regni Domini nostri Willielmi tertii, Dei Gratia Angliæ, Scotiæ, Franciæ & Hiberniæ, Regis, Fidei Defensoris, &c. Septimo, Annoq; Dom. 1695.

The Condition.

THe Condition of this Obligation is such, That if the above-bounden William Doron, *his Heirs, Executors, Administrators, or Assigns, shall well and truly pay or cause to be paid to the above-named* Francis Melmo, *his Heirs, Executors, or Administrators, the*

the Summ of Fifty Pounds of good and lawful Money of England, *in or upon the Twenty ninth day of* December *next ensuing the date hereof, without fraud or further delay; then this Obligation to be void and of none effect, or else to remain in full force and virtue.*

Sigillat' & Deliberat'
in præsentia
John Tillet, and
Ralph Sweeting.

William Doron. ●

An Obligation from Two to One, or a Double Bond.

NOverint Universi per præsentes nos, Johannem Bardwell de Stamford, in Comitatu Lincolniæ Aurifabrum, & Thomam Napperin de Lincolnia, Aromaticum, teneri & firmiter obligari Thomæ Barnwell de Parochia Sancti Martini in Campis in Comitatu Middlesexiæ, in viginti Libris bonæ & legalis Monetæ Angliæ solvend' eidem Thomæ Barnwell, aut suo certo Attornato, Executoribus, Administratoribus vel Assignatis suis, ad quam quidem solutionem bene & fideliter faciendam obligamus nos & utrumque nostrum per se pro toto & in solido, Hæredes, Executores, Administratores, nostros & utriusque nostrum firmiter per præsentes, sigillis nostris sigillat' dat' primo die Aprilis, Anno Regni Domini nostri Willielmi Tertii, Dei Gratia, Angliæ, Scotiæ, Franciæ & Hiberniæ, Regis, Fidei Defensoris, &c. septimo Annoq; Dom. 1695.

The Condition.

THE Condition of this Obligation is such, That if the above bounden John Bardwell *and* Thomas Napperin, *or either of them, their or either of their Heirs, Executors or Administrators, do well and truly pay or cause to be paid to* Thomas Barnwell, *his Heirs, Executors, Administrators or Assigns, the full Summ*

of Ten Pounds of good and lawful Money of England, *on the Four and twentieth day of* August *next ensuing the Date hereof, without fraud, or further delay; then this Obligation to be void, and of none effect, or else to stand in full force and virtue.*

Sigillat' & Deliberat'
in presentia
James Knowit,
William Witness.

John Bradwell. ●
Tho. Napperin. ●

An Obligation from Three to One.

NOverint Universi per præsentes, nos Adamum Worslow, de Parochia Camberwelliæ, in Comitatu Surriæ, Generosum, Richardum Willwell de Parochia Debtford, in Comitatu Cantii, Nauticum, & Franciscum Dealwell de eisdem Parochia & Comitatu, Sartorem, teneri & firmiter obligari Edvardo Lendum de Londino Armigero, in Centum Libris bonæ & Legalis Monetæ Angliæ solvend' eidem Edvardo Lendum, aut suo certo Attornato, Executoribus, Administratoribus suis, ad quam quidem solutionem bene & fideliter faciendam obligamus nos & quemlibet nostrum per se pro toto & in solido, Hæredes, Executores & Administratores nostros & cujuslibet nostrum, firmiter per præsentes, sigillis nostris sigillat' dat' duodecimo die Julii, Anno Regni Domini nostri Willielmi Tertii, Dei Gratia, Angliæ, Scotiæ, Franciæ, & Hiberniæ, Regis, Fidei Defensoris, &c. Septimo, Annoq; Dom. 1695.

The Condition.

THe Condition of this Obligation is such. That if the above-bounden Adam Worslow, Richard Willwell, *and* Francis Dealwell, *or any of them, their, or any of their Heirs, Executors or Administrators, do well and truly pay, or cause to be paid to* Edward Lendum,

Lendum, *his Heirs, Executors, Administrators or Assigns, the full Summ of Fifty Pounds of good and lawful Money of* England, *on the First day of* September *next ensuing the date hereof, without fraud, or further delay; then this Obligation to be void, and of none effect, or else to stand in full force and virtue.*

Sigillat' & Deliberat'
in præsentia
Thomas Donello.
Timothy Welpin.

Adam Worslow. ●
Rich. Wilwell. ●
Fran. Dealwell. ●

☞ *Note,* That according to the latter Form, a greater Number may be included, their Names, the Parish, County, and the Style whereby they usually stile themselves, being inserted.

An Obligation from One Person to Two.

NOverint Universi per præsentes, me Gulielmum Woodhave, de Parochia Sancti Clementis Diacor' in Comitatu Middlesexiæ Generosum, teneri & firmiter obligari Roberti Givingman, de Sanctæ Margaritæ de Westmonasterio in Comitatu prædicto, & Georgio Wandolin de eisdem Parochia & Comitatu, Pistori, in Centum Libris bonæ & legalis Monetæ Angliæ solvend' eisdem Roberto Givingman, & Georgio Wandolin, seu eorum alteri vel eorum certo Attornato, Executoribus, Administratoribus, vel Assignatis eorum; ad quam quidem solutionem bene & fideliter faciendam obligo me, Hæredes, Executores, Administratores meos firmiter per præsentes, Sigillo meo Sigillat' Dat' nono die Julii, Anno Regni, Domini nostri Willielmi Tertii, Dei Gratia Angliæ, Scotiæ, Franciæ & Hiberniæ, Regis, Fidei Defensoris, &c. septimo, Annoq; Dom. 1695.

The Condition.

THE Condition of this Obligation is such, That if the above-bounden William Woodhave *do well and truly pay or cause to be paid to the above-named* Robert Givingman *and* George Wandolin, *to them or either of them, their Heirs, Executors, Administators or Assigns, the full Summ of Fifty Pounds of good and lawful Money of* England, *at, or upon the Fourth day of* September *next ensuing the Date hereof, without fraud or further delay; then this Obligation to be void and of none effect, or else to stand in full force and virtue.*

Sigillat' & Deliberat' in præsentia *Walter Leighton. Roger Whimplin.* William Woodhave. ●

An Obligation from Two Persons to Two.

NOverint Universi per præsentes, nos Abrahamum Dandilon de Parochia Sancti Ægidii in Campis in Comitatu Middlesexiæ, Generosum, & Petrum Jolycon de eisdem Parochia & Comitatu Ephippiarium, teneri & obligari Richardo Mateland de Londino, Armigero & Samueli Walsison de Sancti Georgii de Southwark in Comitatu Surriæ, Pictori, in Centum Libris bonæ & legalis Monetæ Angliæ solvend' eisdem, R——— M——— & S——— W——— seu eorum alteri, vel eorum certo Attornato, Executoribus, Administratoribus vel Assignatis suis ad quam quidem solutionem bene & fideliter faciendam obligamus nos & utrumque nostrum per se pro toto & in solido, Hæredes, Executores, Administratores nostros, & utriusque nostrum firmiter per præsentes; Sigillis nostris Sigillat' Dat' primo die Novembris, Anno Regni Domini nostri Gulielmi Tertii, Dei Gratia,

Gratia, Angliæ, Scotiæ, Franciæ & Hiberniæ Regis, Fidei Defensoris, *&c.* Septimo, Annoq; Dom. 1694.

The Condition.

THE Condition of this Obligation is such, That if the above-bounden Abraham Dandilon *and* Peter Jolycon, *do well and truly pay, or cause to be paid unto the above-named* Richard Mateland *and* Samuel Waltison, *to them or either of them, their Heirs, Executors, Administrators or Assigns, the full Summ of Fifty Pounds, at or upon the Tenth of* December *next ensuing the date hereof, without fraud or further delay; then this Obligation to be void and of none effect, or else to stand in full force and virtue.*

Sigillat' & Deliberat'
in præsentia
William Donel.
James Wingale.

Abra. Dandilon.
Peter Jolycon.

An Obligation from Two to Three.

NOverint Universi per præsentes, nos Arthurum Wingole, de Parochia Stepney in Comitatu Middlesexiæ, Architectum, Willielmum Bradby de Parochia Sanctæ Katherinæ in Comitatu prædict' Lychnopolam, teneri & firmiter obligari Mauritio Bancroft de Eboraco in Comitatu Eboraci, Generoso, Matthæo Willmore de Hull, in Comitatu Prædicto, Stannario, & Marveno Dallilo de Parochia Leeds in Comitatu eodem, Scribæ, in viginti Libris bonæ & legalis Monetæ Angliæ solvend' eisdem Mauritio Bancroft, Matthæo Willmore, Marveno Dallilo, vel alicui eorum, aut suo certo Attornato, Executoribus, Administratoribus, vel Assignatis suis; ad quam quidem solutionem bene & fideliter faciendam, obligamus nos & utrumque nostrum per se pro toto & in solido, Hæredes, Executores,

& Administratores nostros,& utriusque nostrum firmiter per præsentes: Sigillis nostris Sigillat' Dat nono die Julii, Anno Regni Domini nostri Willielmi tertii, Dei Gratia Angliæ, Scotiæ, Franciæ & Hiberniæ Regis, Fidei Defensoris, &c. septimo, Annoq; Dom. 1695.

The Condition.

THE Condition of this Obligation is such, That if the above-bounden Arthur Wingole *and* William Bradby, *do well and truly pay, or cause to be paid to* Maurice Bancroft, Matthew Willmore, *and* Marvin Dallilo, *to them or either of them, their Heirs, Executors, Administrators or Assigns, the full Summ of Ten Pounds of lawful Money of* England, *at or upon the Twentieth day of* December *next ensuing the date hereof, without fraud or further delay; then this Obligation to be void and of none effect, or else to remain in full force and virtue.*

Sigillat' & Deliberat'
in præsentia
Thomas Knowwell.
Winter Wallrow.

Arthur Wingole. ●
William Bradby. ●

An Obligation from Three to Three.

NOverint Universi per præsentes, nos Willielmum Borrower, de Parochia Sancti Martini le Grand, Londini, intra mœnia Chirurgum, Adrianum Wellworth de Parochia Sanctæ Mariæ Islingtoniæ in Comitatu Middlesexiæ, Laterarium, & Mosem Bonet de Sancti Ægidii in Campis, in Comitatu Middlesexiæ, Sculptorem, teneri & firmiter obligari Richardo Woodwin de Highgate, in Comitatu Middlesexiæ, Yeoman, Edvardo Balmer de Hampstead, in Comitatu prædicto, Armigero, & Willielmo Waldo de Fulham in Comitatu Surriæ, Generoso, in Centum Libris Bonæ & Legalis

Legalis Monetæ Angliæ ſolvend' eiſdem, Richardo Woodwin, Edvardo Balmer, & Willielmo Waldo, vel alicui eorum, vel ſuo certo Attornato, Executoribus, Adminiſtratoribus vel Aſſignatis ſuis, ad quam quidem ſolutionem bene & fideliter faciendum obligamus nos & quemlibet noſtrum per ſe pro toto in ſolido, Hæredes, Executores, & Adminiſtratores noſtros & cujuſlibet noſtrum firmiter per præſentes; Sigillis noſtris Sigillat' Dat' primo die Maii, Anno Regni Domini noſtri Willielmi tertii, Dei Gratia, Angliæ, Scotiæ, Franciæ & Hiberniæ, Regis, Fidei Defenſoris, *&c.* ſeptimo, Annoq; Dom. 1695.

The Condition.

THE Condition of this Obligation is ſuch, That if the above-bounden William Borrower, Adrian Wellworth, *and* Moſes Bonet, *do well and truly pay, or cauſe to be paid to* Richard Woodwin, Edward Balmer, *and* William Weldo, *to them or either of them, their Heirs, Executors, Adminiſtrators or Aſſigns, the full Summ of Fifty Pounds of lawful Money of* England, *at or upon the Twentieth day of* December *next enſuing the date hereof, without fraud or further delay; then this Obligation to be void and of none effect, or elſe to ſtand in full force and virtue.*

Sigillat' & Deliberat' in præſentia *Adam Bellinger. Dionyſius Rigden.*

William Borrower. ●
A. Wellworth. ●
Moſes Bonet. ●

And after this manner any Bonds or Obligations of this kind may be made, together with their Conditions; not only from Three to Three, but from Ten to Ten, or more, if occaſion require it, by inſerting their Names, the Pariſhes, Counties, Stiles, and the Summ or Summs of Money in the Latin

Obligation, and conſequently as much as is needful in the Engliſh Condition. But various Buſineſs requiring various Forms, or at leaſt ſome Alterations, I ſhall proceed, for the better underſtanding of the young Practitioner, to ſet down ſuch other Forms as I apprehend any ways uſeful or convenient.

A Bond for the Payment of a Summ of Money at ſundry times; in default of any of which Payments, the Penalty to be forfeited.

NOverint Univerſi per præſentes, me Danielem Paywell de Oxonia, in comitatu ejuſdem, Clericum, teneri & firmiter obligari Sampſoni Wilton de Londino, Generoſo, in Centum Libris bonæ & legalis Monetæ Angliæ ſolvend' eidem Sampſoni Wilton, aut ſuo certo Attornato, Executoribus, Adminiſtratoribus vel Aſſignatis ſuis ad quam quidem ſolutionem bene & fideliter faciendam obligo me, Hæredes, Executores & Adminiſtratores meos firmiter per præſentes: Sigillo meo Sigillat' dat' decimo die Aprilis, Anno Regni Domini noſtri Gulielmi Tertii, Dei Gratia, Angliæ, Scotiæ, Franciæ & Hiberniæ Regis, Fidei Defenſoris, *&c.* ſeptimo, Annoq; Dom. 1695.

The Condition.

THE Condition of this Obligation is ſuch, That if the above-bounden Daniel Paywell, *his Heirs, Executors, Adminiſtrators or Aſſigns, ſhall well and truly pay, or cauſe to be paid unto the above-named* Sampſon Wilton, *his Heirs, Executors, Adminiſtrators or Aſſigns, the full Summ of Fifty Pounds of good and lawful Money of* England, *in manner and form following; that is to ſay, the Summ of Twelve Pounds ten Shillings, part thereof on the* 10*th. day of* June *next enſuing the date above-named: Twelve Pounds and ten Shillings more of the like lawful Money, on the Tenth*

Tenth day of July *next ensuing, part of the said Fifty Pounds; and Twelve Pounds ten Shillings on the Tenth day of* August *next ensuing; and Twelve Pounds and ten Shillings, the Residue thereof, on the Third day of* October *next ensuing; then this Obligation to be void, and of none effect: But if in any of the fore-mentioned Payments default be made of any of the said several and respective Summs, or any part of any of them, on any of the said several and respective Days, or Times of Payment above-mentioned and limited, contrary to the true intent and meaning of these Presents, then to be and remain in full force and virtue.*

Sigillat' & Deliberat' in
præsentia nostrum Daniel Paywell. ●
Wingate Lewis.
Abdelon Salmo.

☞ *Note,* That in like manner the Obligation and Condition may be made to, or from Two, Three, or more Persons, according to the foregoing Forms, *&c.* by observing therein to change the Singular into the Plural Number, as *we* for *me*, *our* for *my*, &c. as you may find by plain Demonstration.

The Form of a Bill of Sale.

KNow all Men by these Presents, That I *William Craftmore*, of St. *Albans*, in the County of *Hertford*, Weaver, for and in consideration of the Summ of Forty Pounds of lawful Money of *England*, to me in Hand paid by *James Morewit*, of *Reading*, in the County of *Berks*, Yeoman, whereof I do hereby acknowledge the Receipt, and my self therewith fully and entirely satisfied, have Bargain'd, Sold, Set-over and delivered, and by these Presents, in plain and open Market, according to the just and due Form of Law in that case made and provided, do Bargain, Set-over, and Deliver unto the said *James Morewit*, one Silver Tankard weighing

ſixteen Ounces; one Silver Beaker weighing ten Ounces; one Cheſt of Damask and Diaper Linnen, valued at Five Pounds; a Feather-Bed, with proportionable Furniture, value Five Pounds; with other Goods and Chattels, *&c.* to have and to hold the ſaid Bargain'd Premiſſes unto the ſaid *James Morewit*, his Executors, Adminiſtrators and Aſſigns, to the only proper uſe and behoof of him the ſaid *James Morewit*, his Executors, Adminiſtrators and Aſſigns for ever: and I the ſaid *William Craftmore*, for my ſelf, my Executors and Adminiſtrators, the ſaid Bargain'd Premiſſes, unto the ſaid *James Morewit*, his Executors, Adminiſtrators and Aſſigns, againſt all and all manner of Perſons, ſhall and will warrant, and for ever defend by theſe Preſents. In witneſs whereof, together with the delivery of the Bargain'd Premiſſes, I have hereunto ſet my Hand and Seal the Tenth day of *April*, in the Seventh Year of the Reign of our Sovereign Lord *William* the Third, King of *England*, &c. and of our Lord God, 1695.

Sign'd, Seal'd and Delivered in the preſence of *William Craftmore.*

George Trueman.
William Templer.

☞ *Note*, That a part of the Goods mention'd in the Bill, muſt be delivered with it in the name of the reſt. If it ſo happen, that you make over any Goods by Bill of Sale for Money, with an intent to redeem them, then muſt the Bill be made in the manner and form following:

KNow all Men by theſe Preſents, That I *Timothy Nelvil*, of *Maidſtone*, in the County of *Kent*, Yeoman, for and in conſideration of the Summ of Forty Pounds, of good and lawful Money of *England*, to me in hand paid by *Joſhua Givenony*, of *Maldon*, in the County of *Eſſex*, Gentleman, whereof I do

I do acknowledge the Receipt, and my self therewith fully satisfied, have Bargain'd, Sold, Set-over and Deliver'd, and by these Presents, in plain and open Market, according to due Form of Law, do Bargain, Sell and Deliver unto the said *Joshua Givemoney* One Bay Gelding Fourteen Hands high, value Ten Pounds; One Dun Mare and Colt, value Eight Pounds; Four Brown Cows, and Forty Sheep, value Thirty Pounds; with other Goods and Chattels, *&c.* to have and to hold the said Bargain'd Premisses unto the said *Joshua Givemony*, his Executors, Administrators and Assigns, to the only proper use and behoof of the said *Joshua Givemony*, his Heirs, Executors, Administrators and Assigns for ever; and I the said *Timothy Nelvin*, for my self, my Executors and Administrators, the said Bargain'd Premisses unto the said *Joshua Givemony*, his Executors, Administrators and Assigns, against all and all manner of Persons, shall and will warrant, and for ever defend by these Presents. Provided, nevertheless, That if I the said *Timothy Nelvil*, my Executors, Administrators or Assigns, one or any of us, do or shall well and truly pay, or cause to be paid unto the said *Joshua Givemoney*, his Executors, Administrators or Assigns, the Summ of Forty two Pounds and Eight Shillings, on the Tenth day of *April*, which shall be in the Year of our Lord, 1696, for the Redemption of the said Bargain'd Premisses; then this present Writing or Bill of Sale to be void, or else to stand in full force and virtue. In witness whereof, I have hereunto set my Hand and Seal the Tenth day of *April*, in the Seventh Year of the Reign of our Sovereign Lord, *William* the Third, King of *England*, &c. and in the Year of our Lord God, 1695.

Sign'd, Seal'd and Delivered in the presence of *Timothy Nelvin.*

Jacob Townley.
Barth. Rolown.

A short

A short Release from one Party to another in general.

KNow all Men by these Presents, That I *Richard Richards*, of *Malmsbury*, in the County of *Wilts*, Cheesemonger, have Remised, Released, and for ever quitted Claim, and by these Presents, do, for me, my Heirs, Executors and Administrators, Remise, Release, and for ever quit Claim unto *John Love*, of *Marleborough*, in the said County, Gentleman, his Heirs, Executors and Administrators, all and all manner of Actions, Cause and Causes of Actions, Suits, Bills, Bonds, Writings, Obligations, Debts, Accompts, Summ and Summs of Money, Judgments, Executions, Extents, Quarrels, Controversies, Trespasses, Damages and Demands whatsoever, both in Law and Equity, which against the said *John Love* I ever had, now have, or which I, my Heirs, Executors, or Administrators, shall or may have, claim, challenge or demand, for or by reason, colour or means of any Matter, Cause or Thing, from the Beginning of the World, to the Day of the Date of these Presents. In witness whereof, I have hereunto set my Hand and Seal the Twentieth day of *June*, in the Seventh Year of the Reign of our Sovereign Lord, *William* the Third, King of *England* &c. and in the Year of our Lord God, 1695.

Sign'd, Seal'd and Delivered in the presence of *Rich Richards.*
Thomas Windsor.
William Oakhampton.

A Letter of Attorney, commonly given to take Seisin of Land, or Possession by Proxy.

TO all Christian People to whom this present Writing shall come, we *George Rowe* and *Thomas York*, send Greeting in our Lord God Everlasting

ing. Know ye, That we the ſaid *George Roe*, and *Thomas York*, have made, ordained, conſtituted, and in our ſteads, on our behalfs, and in our places put and deputed, and by theſe Preſents do make, ordain, conſtitute, and in our ſteads, on our behalfs, and in our places put and deputo *James Shaſton*, of *Rippon*, in the County of *York*, our true and lawful Attorney, for us, and in our Name, to take full and peaceable Poſſeſſion, and Seiſine of all and every part of the Meſſuage or Tenement, with the Land thereunto belonging, and other Appurtenances, which by Indenture bearing date the Twelfth Day of *Auguſt*, in the Year 1686, was Granted, Bargained, Sold, Alienated, Enfeoffed, or Confirmed, or mention'd to be Granted, Enfeoffed and Confirmed unto us the ſaid *George Roe*, and *Thomas York*, and our Heirs and Aſſigns, to the uſe of us and our Heirs, by *William Fareſtock*, of *Teuxbury*, in the County of *Gloceſter*, to take and receive to and for our own uſe and behoof of the ſaid *William Fareſtock*, or his certain Attorney in his behalf, ratifying and confirming all and every Matter and Thing whatſoever our Attorney ſhall lawfully doe, or cauſe to be done in our Names, and on our behalfs concerning the Premiſſes. In witneſs whereof, we have hereunto ſet our Hands and Seals the Twenty eighth Day of *March*, in the Seventh Year of the Reign of our Sovereign Lord, *William* the Third, King of *England*, &c. and in the Year of our Lord God, 1695.

Sign'd, Seal'd and Delivered in the preſence of
John Barefoot.
Ezekiel Grady.

George Roe. ●
Thomas York. ●

A Diſcharge

A Diſcharge proper to be given upon the Receipt of a Legacy.

REceived the Twenty firſt day of *April*, 1695. by me *William Lambwell*, of St. *Saviours Southwark*, in the County of *Surry*, of *David Yates* and *Morgan Shaw* of the ſaid Pariſh and County, Executors of *Caleb Welling* of the Pariſh of St. *Olives Southwark*, in the County aforeſaid, late deceaſed, the Summ of Twenty two Pounds, Five Shillings and Six-pence, of lawful Money of *England*, being a Legacy given unto me the ſaid *William Lambwell*, by the ſaid *Caleb Welling*, in and by his Laſt Will and Teſtament; of which ſaid Summ of Twenty two pounds, Five Shillings and Six-pence, and all other Debts, Duties, Summ and Summs of Money and Demands whatſoever, I the ſaid *William Lambwell* do acquit and fully diſcharge the ſaid *David Yates* and *Morgan Shaw*, their Heirs, Executors, Adminiſtrators, and every of them, for ever, by theſe Preſents. In witneſs whereof, I have hereunto ſet my Hand and Seal the Tenth day of *April*, Anno Dom. 1695.

l.	*s.*	*d.*
22	05	06

Sign'd, Seal'd and Delivered in the preſence of
Jacob Drevit, *and*
William Sureman.

Will. Lambwell. ●

A Releaſe

A Releaſe to be given by a Ward to his Guardian, when he comes at Age, if he has truly diſcharged his Truſt, and render'd a faithful Accompt.

TO all Chriſtian People to whom theſe Preſents ſhall come, I *George Yearly*, of the Pariſh of *Saltaſh*, in the County of *Cornwall*, ſend greeting in our Lord Everlaſting. Know ye, That I the ſaid *George Yearly*, for ſundry good Cauſes and Conſiderations me thereunto moving, have Remiſed, Releaſed, and for ever quitted Claim unto *Timothy Featherſtone*, of *London*, Gentleman, his Heirs, Executors and Adminiſtrators, all and all manner of Action or Actions, Suits, Debts, Duties, Reckonings, Accompts and Demands whatſoever, which I the ſaid *George Yearly* had, have, or at any time hereafter may or ſhall have againſt the ſaid *Timothy Featherſtone*, his Heirs, Executors or Adminiſtrators, for and in, touching and concerning any the Rents received, Profit or Profits of any of the Mannors, Lands, Tenements, Hereditaments, or any Thing or Things appertaining, or by Right belonging to me the ſaid *George Yearly*, whether it be touching or concerning Topping, Lopping, or Wood-ſales, upon or out of the ſaid Mannor and Premiſſes, or any of them, or for any other Matter, Cauſe or Thing whatſoever, made, committed or done, or for any Receipts or Payments, of or touching the ſaid Mannors, Premiſſes, Debt or Debts due to me by Bond, Bill or otherwiſe, and for any thing or things whatſoever, done or committed on my behalf, or tending to any Matter or Thing wherein I the ſaid *George Yearly* was, am, or may be concerned during the Minority of me the ſaid *George Yearly*, or at any time ſince, until the day of the date of theſe Preſents. In witneſs whereof, I have hereunto ſet my Hand and Seal the Twentieth day of *March*, in the Seventh Year

year of the Reign of our Sovereign Lord, *William* the Third, King of *England*, &c. and in the Year of our Lord God, 1695.

Signed, Sealed and Delivered in the preſence of *George Yearly.*

Abner Doſon.

Charles Conde.

A Releaſe in general, for Perſonal Actions, &c.

KNow all Men by theſe Preſents, That I *William Peaceable*, of the Pariſh of *Hornſey*, in the County of *Middleſex*, Yeoman, have Remiſed, Releaſed, and quitted Claim, and by theſe Preſents do Remiſe, Releaſe, and quit Claim for me, my Heirs, Executors, Adminiſtrators and Aſſigns, unto *Humphrey Quit*, of the Pariſh of *Hendon*, in the County aforeſaid, Victualler, his Heirs, Executors, and Adminiſtrators, and every of them, their, and every of their Lands, Tenements, Goods and Chattels, all and all manner of Perſonal Actions, Suits, Debts, Duties, Reckonings, Accompts, Summ and Summs of Money, and Perſonal Demand whatſoever, from the Beginning of the World, to the Day of the date hereof. In witneſs whereof, I have hereunto ſet my Hand and Seal the Nineteenth day of *June*, in the Seventh Year of the Reign of our Sovereign Lord, *William* the Third, King of *England*, &c. and in the Year of our Lord, 1695.

Sign'd, Seal'd, and Delivered in the preſence of *Will. Peaceable.*

Jacob Trevit.

William Sureman.

A Letter of Attorney from a Husband to a Wife, upon a Voyage, &c. very uſeful and neceſſary; as alſo in caſe of a long Journey, or going into the Wars.

KNow all Men by theſe Preſents, That I *James Topmaſt*, of *Rotherythe*, in the County of *Surrey*, Mariner, do hereby Aſſign, Ordain, Appoint, Autho-

Authorize, Constitute, and in my stead put place entrust, appoint and depute *Mary Topmast*, my well-beloved Wife, of the Parish and County aforesaid, to be my true and lawful Attorney, for me, and in my name, and to my own proper use and benefit, to ask, demand and require, sue for, recover, and receive all such Debts, Dues, Duties, Summ and Summs of Money, Rent and Rents, Arrearages of Rent and Rents, yearly Payments, Merchandize, Legacies, and any Money due or to be due unto me upon Bond, Bill of Exchange, or upon any other Accompt or Accompts whatsoever, as now are, or hereafter shall become payable or belonging, or to be delivered unto me, by or from any Person or Persons whatsoever, or wheresoever, and to pay Money for me, and to contract for me, demise and lett to Farm at the accustomed Rents, or more, or any of my Messuages, Lands, Tenements or Hereditaments whatsoever. And for default of payment, or delivery of any Rent or Rents, or other Summ or Summs of Money, or other Thing or Things to me due or belonging; to use all lawful ways and means for the recovery thereof, by Action, Sute, Arrest, Bill, Plaint, Attachment, Distress, Re-entry, or otherwise, as fully and amply in every respect, as I my self might or could doe, if I were personally present, and to Sue, Implead, make Answer, Prosecute and Defend in any Court or Courts of Law and Equity, and before any Judges or Justices, in any Suit, Matter or Cause, with me, for me, against me, as the Cause in any of these Cases shall require, to deal and intermeddle in all Actions, Suits, Affairs and Businesses, any ways touching and concerning me, as my Agent or Factor, or otherwise; giving and granting, by these Presents, unto my said Attorney, full, sole and lawful Authority in the Execution of all and singular the Premisses, and to sub-

ſubſtitute and appoint one or more Attorney or Attorneys in any of the Premiſſes, and the ſame again at her pleaſure to revoke, and to make and give any Acquittance, Releaſe or Diſcharge upon the Recovery or Receipt of any Debt, Debts, Summ, or Summs of Money, Rent or Rents, or other Thing or Things whatſoever, as the Matter or Cauſe ſhall require; and generally to ſay, doe, execute, compound, conclude, agree, determine, and finiſh all and every other act or acts, thing or things whatſoever, which in or about the Premiſſes ſhall be requiſite or needful to be had, made or done; and that in as large and ample manner, and as fully and effectually in and to all intents and purpoſes, as I my ſelf might, ought or could do, if I were preſent in my own Perſon, ratifying, allowing and confirming for firm, effectual and irrevocable, all and ſingular, and whatſoever my ſaid Attorney ſhall do or cauſe to be done in and about the Premiſſes, by virtue of theſe Preſents. In witneſs whereof, I have hereunto ſet my Hand and Seal, the Tenth day of *May*, in the ſeventh Year of the Reign of our Sovereign Lord, *William* III. King of *England*, &c. and in the Year of our Lord God, 1695.

Sign'd, Seal'd and Delivered in the preſence of *James Topmaſt.*

Robert Saveall.

John Spendall.

The Form of a Leaſe of Ejectment, to Eject a Perſon out of Poſſeſſion of Land, Houſe, &c.

THis Indenture, made, *&c.* witneſſeth, That the ſaid *Tobinſon Charvil*, for good Conſiderations him thereunto moving, hath Leaſed, Set-over unto, Farmed, Let, and by theſe Preſents doth Leaſe, Set-over, Farm and Let unto the ſaid *Roger Weakland*, all that Meſſuage, Tenement, *&c.* to have and to hold the ſaid, *&c.* unto the ſaid *Roger Weak-*

Weakland, his Executors, Administrators and Assigns, from the Feast of, *&c.* for & during the term of, *&c.* from thence next ensuing, to be fully compleated and ended, yielding and paying in consideration thereof yearly the Rent of One Barley Corn at the Feast of, *&c.* only, if the same be demanded. Provided always, That if the said *Tolinson Charvil*, his Executors, Administrators or Assigns, do or shall at any time hereafter pay or tender, or cause to be paid or tender'd unto the said *Roger Weakland*, his Executors, Administrators or Assigns, or any other Person or Persons, to his or their use, the Summ of One Shilling of lawful Money of *England*, to the intent to make void this present Indenture, That then and at all times from thenceforth, this present Indenture, and the Lease made hereby, shall cease, determine, and be void; any thing herein before contained to the contrary notwithstanding. In witness whereof, and for the true performance of all things and matters written and contained in this Indenture, he the said *Tolinson Charvil* hath set his Hand & Seal the Tenth day of *April*, in the Seventh Year of the Reign of our Sovereign Lord *William* the Third, King of *England*, &c. and in the Year of our Lord God, 1695.

Sign'd, Seal'd and Delivered in the presence of *Tolinson Charvil.*

Jacob Trevit.
William Sureman.

☞ *Note*, The *&c's* are left for the Date of the Lease, the Name of the Land or House, together with the Situation thereof, Time of Paying, Acknowledgment, and the Time of the term of holding, if not before revoked.

A Warrant of Attorney, to confess Judgment in the Court of Common-Pleas, *or* Common-Bench.

TO *William Man*, *Thomas Dury*, *Peter Cox*, and *Adam Lane*, Gentlemen Attorneys of His Majesty's Court of *Common-Bench* at *Westminster*, or to any

any one of them, or any other Attorney of the ſaid Court, Theſe are to require and authorize you, or any of you, to appear for me *William Seemlow*, of *Dover*, in the County of *Kent*, Mariner, in the ſaid Court, at the Suit of *Robert Richmond*, of *London*, Merchant, in *Trinity Term* next enſuing, and confeſs a Judgment againſt me to the ſaid *Robert Richmond*, for the ſumm of Fifty Pounds debt, together with the coſts of Suit by *Nil dicit*, *non ſum Informatus*, or otherwiſe; and for your or any of your ſo doing, this ſhall be your ſufficient Warrant. Witneſs my Hand and Seal this Twenty fourth day of *June*, in the Seventh Year of the Reign of our Sovereign Lord King *William* III. by the Grace of God, *&c.* and of our Lord God, 1695.

William Seemlow.

This Form will ſerve likewiſe for the Court of *King's-Bench*, by changing the Name, and appointing proper Attorneys, *viz.* ſuch as are of that Court to appear, *&c.*

A Bond of Arbitration, to ſtand to an Award with an Umpire.

NOverint Univerſi per præſentes, me Abrahamum Walderbank, de Civitate Glouceſtriæ in Comitatu Glouceſtriæ, Armigerum, teneri & firmiter obligari JacoboSetwell, Londini. Generoſo, in centum Libris bonæ & legalis Monetæ Angliæ ſolvend' eidem Jacobo Setwell, aut ſuo certo Attornato, Executoribus, Adminiſtratoribus vel Aſſignatis ſuis; ad quam quidem ſolutionem bene & fideliter faciendam obligo me, Hæredes, Executores & Adminiſtratores meos firmiter per præſentes. Sigillo meo Sigillat' dat' primo die Julii, Anno Regni Domini noſtri Gulielmo Tertii, Dei Gratia, Angliæ, Scotiæ, Franciæ & Hiberniæ Regis, Fidei Defenſoris, &c. ſeptimo, Annoq; Domini, 1695.

The

The Condition.

THE Condition of this Obligation is such, That if the above-bounden Abraham Walderbank, *his Heirs, Executors and Administrators, and every of them, do and shall, for his and their parts and behalfs, stand to, obey, abide, observe, and in and by all things well and truly perform the Award, Arbitrament, Determination, Final End and Judgment of* Charles Mattraver *of* Westminster, *Gentleman, and* William Dolwell *of* York, Yeoman, *Arbitrators in, and indifferently chosen, elected and named by the said* Abraham Walderbank, *as on the part and behalf of the above-named* James Setwel, *to award, arbitrate, order, judge, determine and final end to make of, for, upon, and concerning all and all manner of Actions and Causes of Actions, Suits, Debts, Strifes, Accompts, Reckonings, Summ and Summs of Money, Trespasses, Differences, Quarrels, Bills, Bonds, Specialties, Judgments, Extents, or any other matter, thing or demand whatsoever, had, made, moved, risen or depending. Provided always the said Award, Arbitrament, Order, Determination, Final End and Judgment of the said Arbitrators, for or upon the Premisses, be made and given up in Writing, indented under their Hands and Seals, ready to be deliver'd unto the said Parties, on or before the Twentieth day of* August *next ensuing the Date above-mentioned; then this Obligation to be void and of none effect, or else to stand, be, and remain in full force and virtue.*

Sigillat' & Deliberat'
in præsentia — Abra. Walderbank.

Thomas Davis.
Benj. Canwell.

Note, In this case there must be two Bonds interchangeably from one Party to the other; and if an Umpire be required, he must be mention'd in the latter end of the Condition, or in a Writing of Award apart, bearing the same date, and signifying

10

the same Matter, the Form of which, for brevity's sake, I have willingly omitted; as also the Latin part or Obligation to some Forms I shall hereafter set down, by reason they are, for the most part, the same in nature and quality that I have already set down, and may be put together at the Discretion of the Writer.

The Condition of a Counter-Bond to save harmless, from one Party to another, &c. Before which, you may place any Latin Obligation that expresses no more Parties, observing the Names, Places, Summs, &c. be coherent.

THE Condition of this Obligation is such, That whereas the above-named *John Rowe*, at the special interest and request of *Richard Woodby*, and for his only Debt, Duty, Matter and Cause, together with him the said *Richard Woodby*, of St. *Albans*, in the County of *Hertford*, Gent. is held and firmly bound unto *Joseph Gowin*, of *London*, Grocer, in & by one Obligation, bearing date exactly with these Presents in the Penal Summ of One Hundred Pounds of lawful Money of *England*, Conditioned for the true & just Payment of Fifty Pounds of like lawful Money, unto the said *Joseph Gowin*, his Executors, Administrators or Assigns, on the Twelfth day of *August* next ensuing the date of the recited Obligation, as by the said Obligation and the Condition thereof, relation being thereunto had, doth and may more at large appear. If therefore the said *Richard Woodby*, his Heirs, Executors or Administrators, or any of them, shall and do well and truly pay, or cause to be paid unto the said *Joseph Gowin*, his Executors, Administrators or Assigns, the Summ of Fifty Pounds of lawful Money of *England*, the said Twelfth day next ensuing the date of the said Obligation before-mentioned, in discharge of the said Obligation; then this present Obligation to be void and

of

of none effect, or elſe to ſtand good, and remain in full force and virtue.

Sigillat' & Deliberat'
in præſentia
George Trueman,
William Templar.

Rich. Woodby. ●

The Condition of a Bond to perform Covenants, ſpecified in a Leaſe or Indenture, &c.

THE Condition of this Obligation is ſuch, That if the above-bounden *William Simms*, his Heirs, Executors, Adminiſtrators, they, or any of them, ſhall and do, for his and their parts, in all things, well and truly obſerve, perform, fulfil, accompliſh, pay and keep all and ſingular the Covenants, Grants, Articles Clauſes, Proviſo's, Payments, Conditions and Agreements whatſoever, which on his and their parts and behalfs are or ought to be obſerv'd, perform'd, fulfill'd, accompliſh'd, paid and kept, compriz'd and mention'd in a pair of Indentures, bearing date even with theſe Preſents made or expreſſed to be made between the ſaid *William Simms* of the one part, and the above-named *Robert Daram* of the other part, and that in and by all things, according to the contents, purpoſes, true intent and meaning of the ſame Indenture, without fraud or coven; then this preſent Obligation to be void and of none effect, or elſe to be and remain in full force and virtue.

Sigillat' & Deliberat'
in preſentia
Adam Geuging.

William Simms. ●

A Condition to perform Covenants in Articles of Agreement, &c.

THE Condition of this Obligation is ſuch, That if the above-bounden *Peter Witenough*, his Heirs, Executors and Adminiſtrators, they and every

every of them, shall and do for his and their parts, in all and every thing or things well and truly observe, perform, fulfil, accomplish, pay and keep all and singular the Covenants, Grants, Articles, Clauses, Proviso's, Payments, Conditions and Agreements whatsoever, which on his and their parts and behalfs are, or ought to be observed, performed, fulfilled, accomplished, paid and kept, comprized and mention'd in certain Articles of Agreement, indented and bearing even date with these Presents, made or expressed to be made between the said *Peter Witenough* of the one part, and the above-named *James Groby* of the other part, and that in and by all things, according to the contents, purposes, true intent and meaning of the said Articles, without fraud or coven; then this present Obligation to be void, or else to be and remain in full force and virtue.

Sigillat' & Deliberat'
in præsentia *Peter Witenough.*
Abel Grow.

The Names of Men and Women Alphabetically placed and digested in English and Latin; together with a Demonstration of their Use, in the Nominative, Accusative *and* Dative Cases, Singular, *&c.*

IN Consideration that the Christian Names of Men and Women are frequently used in Latin Obligations, *&c.* I have thought it altogether convenient to give an Alphabetical Account of them, in order as they stand, or ought to stand in Obligation, expressed in the English Names, and

in the Latin *Nominative*, *Accuſative* and *Dative Caſes Singular*, as you will obſerve in the following Pages. And further,

☞ Note, That the *Accuſative Caſe* is always taken or uſed for the obliged, or Perſon borrowing Money, or obliged upon any other Account; and *Dative* for the Obliger, or Party that lends Money, or to whom the Obliged is, upon any other Occaſion, bound or obliged. As thus,

Noverint Univerſi per preſentes, me Abrahamum Willwell de Parochia Sancti Egidii in Campis in Comitatu Middleſexiæ, in Generoſum, teneri & firmiter obligari Adamo Mavin de Civitat. Lond' Propolæ, in Triginta Libris, &c.

This Method being obſerved as to the Names, *&c.* holds throughout any Obligation mention'd, *&c.* Wherefore for the Eaſe of the Unlearn'd, the Names are ſtated as they ought to ſtand in any Writing.

Engl. Names.	Nom. Caſe *ſ.*	Acc. Caſe *ſ.*	Dat. Caſe *ſ.*
Abraham	*Abrahamus*	*Abrahamum*	*Abrahamo*
Adam	*Adamus*	*Adamum*	*Adamo*
Aaron	*Aaron*	*Aaronem*	*Aaroni*
Abſolom	*Abſalon*	*Abſolonem*	*Abſoloni*
Abel	*Abel*	*Abelem*	*Abeli*
Albert	*Albertus*	*Albertum*	*Alberto*
Alexander	*Alexander*	*Alexandrum*	*Alexandro*
Algernon	*Algernon*	*Algernon*	*Algernon*
Ambroſe	*Ambroſius*	*Ambroſium*	*Ambroſio*
Andrew	*Andreas*	*Andream*	*Andræ*
Amos	*Amos*	*Amos*	*Amos*
Ananias	*Ananias*	*Ananiam*	*Ananiæ*
Anthony	*Antonius*	*Antonium*	*Antonio*
Arthur	*Arthurus*	*Arthurum*	*Arthuro*
Archebald	*Archebaldus*	*Archebaldum*	*Archebaldo*
Azariah	*Azarius*	*Azariam*	*Azariæ*

B

Benjamin	*Benjaminus*	*Benjaminum*	*Benjamino*
Barnaby	*Barnabius*	*Barnabium*	*Barnabio*
Bernard	*Bernardus*	*Bernardum*	*Barnardo*
Benet	*Benedictus*	*Benedictum*	*Benedicto*
Bryan	*Brianus*	*Brianum*	*Briano*
Bartholomew	*Bartholomæus*	*Bartholomæum*	*Bartholomæo*
Baldwin	*Baldewinus*	*Baldewinum*	*Baldewino*
Baptiſt	*Baptiſta*	*Baptiſtam*	*Baptiſtæ*

C

Charles	*Carolus*	*Carolum*	*Carolo*
Chriſtopher	*Chriſtopherus*	*Chriſtopherum*	*Chriſtophero*
Cæſar	*Cæſar*	*Cæſarem*	*Cæſari*
Caleb	*Caleb*	*Caleb*	*Caleb*
Clement	*Clement*	*Clementem*	*Clementi*
Conſtantine	*Conſtantinus*	*Conſtantinum*	*Conſtantino*
Cornelius	*Cornelius*	*Cornelium*	*Cornelio*

D

David	*David*	*Davidem*	*Davidi*
Denis	*Dionyſius*	*Dionyſium*	*Dionyſio*
Daniel	*Daniel*	*Danielem*	*Danieli*
Demetrius	*Demetrius*	*Demetrium*	*Demetrio*

E

Emanuel	*Emanuel*	*Emanuelem*	*Emanuel*
Edmund	*Edmundus*	*Edmundum*	*Edmundo*
Edward	*Edvardus*	*Edvardum*	*Edvardo*
Eliſha	*Eliſha*	*Eliſham*	*Eliſhæ*
Ephraim	*Ephraimus*	*Ephraimum*	*Ephraimo*
Evan	*Evanus*	*Evanum*	*Evano*
Edwin	*Edwinus*	*Edwinum*	*Edwino*
Eraſmus	*Eraſmus*	*Eraſmum*	*Eraſmo*
Ezekiel	*Ezekiel*	*Ezekielem*	*Ezekieli*
Euſtace	*Euſtathius*	*Euſtathium*	*Euſtathio*
Everard	*Everardus*	*Everardum*	*Everardo*
Eleazer	*Eleazer*	*Eleazerem*	*Eleazeri*
Eliah	*Elias*	*Eliam*	*Eliæ*

Francis

F

Francis	*Franciſcus*	*Franciſcum*	*Franciſco*
Frederick	*Fredericus*	*Fredericum*	*Frederico*
Ferdinand	*Ferdinandus*	*Ferdinandum*	*Ferdinando*
Felix	*Felix*	*Felicem*	*Felici*
Ferrand	*Ferrandus*	*Ferrandum*	*Ferrando*
Freeman	*Freemanus*	*Freemanum*	*Freemano*

G

George	*Georgius*	*Georgium*	*Georgio*
Gabriel	*Gabriel*	*Gabrielem*	*Gabrieli*
Gideon	*Gideon*	*Gideonem*	*Gideoni*
Gerard	*Gerardus*	*Gerardum*	*Gerardo*
Gilbert	*Gilbertus*	*Gilbertum*	*Gilberto*
Gregory	*Gregorius*	*Gregorium*	*Gregorio*
Guy	*Guido*	*Guidonem*	*Guidoni*
Giles	*Ægidius*	*Ægidium*	*Ægidio*
Godfry	*Godfridus*	*Godfridum*	*Godfrido*
Gryffith	*Griffithius*	*Griffithium*	*Griffithio*

H

Henry	*Henricus*	*Henricum*	*Henrico*
Hugh	*Hugo*	*Hugonem*	*Hugoni*
Humphry	*Humphridius*	*Humphridum*	*Humphrido*
Horace	*Horatius*	*Horatium*	*Horatio*
Hubert	*Hubertus*	*Hubertum*	*Huberto*
Hercules	*Hercules*	*Herculem*	*Herculi*
Herbert	*Herbertus*	*Herbertum*	*Herberto*

I

Jaſper	*Gaſparus*	*Gaſparum*	*Gaſpari*
James	*Jacobus*	*Jacobum*	*Jacobo*
Jacob	*Jacob*	*Jacob*	*Jacob*
Jeffery	*Galfridus*	*Galfridum*	*Galfrido*
Job	*Jobus*	*Jobum*	*Jobo*
Joel	*Joel*	*Joelem*	*Joeli*
John	*Johannes*	*Johannem*	*Johanni*
Jonas, Jonah	*Jonas*	*Jonam*	*Jonæ*
Joſias, Joſia	*Joſias*	*Joſiam*	*Joſiæ*
Jonathan	*Jonathan*	*Jonathanem*	*Jonathani*
Iſaac	*Iſaacus*	*Iſaacum*	*Iſaaco*

Jeremy	*Jeremias*	*Jeremiam*	*Jeremiæ*
Joceline	*Jocelinus*	*Jocelinum*	*Jocelino*
Joſeph	*Joſephus*	*Joſephum*	*Joſepho*
Julius	*Julius*	*Julium*	*Julio*
Joſhua	*Joſhua*	*Joſhuam*	*Joſhuæ*
Jude	*Juda*	*Judam*	*Jude*
Jenkin	*Jenkinus*	*Jenkinum*	*Jenkino*

K

Kenhelm	*Kenhelmus*	*Kenhelmum*	*Kenhelmo*
Keſter	*Keſterus*	*Keſterum*	*Keſtero*

L

Lawrence	*Laurentius*	*Laurentium*	*Laurentio*
Leonard	*Leonardus*	*Leonardum*	*Leonardo*
Lambert	*Lambertus*	*Lambertum*	*Lamberto*
Lazarus	*Lazarus*	*Lazarum*	*Lazaro*
Lionel	*Lionellus*	*Lionellum*	*Lionello*
Lodowick	*Lodovicus*	*Lodovicum*	*Lodovico*
Lewis	*Ludovicus*	*Ludovicum*	*Ludovico*
Lancelot	*Lancellottus*	*Lancellottum*	*Lancelotto*
Leopold	*Leopoldus*	*Leopoldum*	*Leopoldo*
Luke	*Lucas*	*Lucam*	*Lucæ*
Leolin	*Leolinus*	*Leolinum*	*Leolino*
Lewellin	*Leocellus*	*Leocellum*	*Leocello*
Levin	*Levinus*	*Levinum*	*Levino*

M

Mark	*Marcus*	*Marcum*	*Marco*
Martin	*Martinus*	*Martinum*	*Martino*
Marvin	*Marvinus*	*Marvinum*	*Marvino*
Matthius	*Matthias*	*Matthiam*	*Matthiæ*
Matthew	*Mattheus*	*Mattheum*	*Matthco*
Maurice	*Mauritius*	*Mauritium*	*Mauritio*
Moſes	*Moſes*	*Moſem*	*Moſi*
Michael	*Michael*	*Michaelem*	*Michaeli*
Miles	*Milo*	*Milonem*	*Miloni*
Morgan	*Morganus*	*Morganum*	*Morgano*
Marmaduke	*Marmaducus*	*Marmaducum*	*Marmaduco*

N

Nathanael	*Nathanael*	*Nathanaelem*	*Nathanaeli*
Nathan	*Nathan*	*Nathanem*	*Nathani*
Nicholas	*Nicolaus*	*Nicolaum*	*Nicholao*
Nehemiah	*Nehemia*	*Nehemiam*	*Nehemiæ*
Nicodemus	*Nicodemus*	*Nicodemum*	*Nicodemo*
Noah	*Noah*	*Noah*	*Noah*
Noel	*Noelius*	*Noelium*	*Noelio*
Neſtor	*Neſtor*	*Neſtorem*	*Neſtori*

O

Oliver	*Oliverus*	*Oliverum*	*Olivero*
Obadiah	*Obadia*	*Obadiam*	*Obadiæ*
Owen	*Owdenus*	*Owdenum*	*Owdeno*

P

Paul	*Paulus*	*Paulum*	*Paulo*
Peter	*Petrus*	*Petrum*	*Petro*
Philip	*Philippus*	*Philippum*	*Philippo*
Patrick	*Patricius*	*Patricium*	*Patricio*
Philbert	*Philbertus*	*Philbertum*	*Philberto*
Peregrine	*Peregrinus*	*Peregrinum*	*Peregrino*
Pierce	*Peiercius*	*Peiercium*	*Peiercio*
Paſcal	*Paſcalis*	*Paſcalem*	*Paſcali*

R

Richard	*Richardus*	*Richardum*	*Richardo*
Robert	*Robertus*	*Robertum*	*Roberto*
Ralph	*Radulphus*	*Radulphum*	*Radulpho*
Randolph	*Randolphus*	*Randolphum*	*Randulpho*
Rice	*Riceus*	*Riceum*	*Riceo*
Roger	*Rogerus*	*Rogerum*	*Rogero*
Rowland	*Rowlandus*	*Rowlandum*	*Rowlando*
Ruben	*Ruben*	*Rubenum*	*Rubeni*

S

Simon	*Simon*	*Simonem*	*Simoni*
Samuel	*Samuel*	*Samuelem*	*Samueli*
Saul	*Saulus*	*Saulum*	*Saulo*
Sampſon	*Sampſon*	*Sampſonem*	*Sampſoni*
Sylveſter	*Sylveſter*	*Sylveſtrum*	*Sylveſtro*
Stephen	*Stephanus*	*Stephanum*	*Stephano*

Simeon	*Simeon*	*Simeonem*	*Simeoni*
Sebaſtian	*Sebaſtianus*	*Sebaſtianum*	*Sebaſtiano*
		T	
Timothy	*Timotheus*	*Timotheum*	*Timotheo*
Thomas	*Thomas*	*Thomam*	*Thomæ*
Theodore	*Theodorus*	*Theodorum*	*Theodoro*
Theobald	*Theobaldus*	*Theobaldum*	*Theobaldo*
Theophilus	*Theophilus*	*Theophilum*	*Theophilo*
Titus	*Titus*	*Titum*	*Tito*
Toby	*Tobias*	*Tobiam*	*Tobiæ*
Triſtram	*Triſtramus*	*Triſtramum*	*Triſtramo*
		V	
Valentine	*Valentinus*	*Valentinum*	*Valentino*
Vincent	*Vincentinus*	*Vincentium*	*Vincentio*
		W	
William	*Willielmus*	*Willielmum*	*Wellielmo*
Walter	*Walterus*	*Walterum*	*Waltero*
		Z	
Zachary *or* Zacharias	*Zacharius*	*Zachariam*	*Zachariæ*

☞ Note, That the Names of Men are attributed to the *Maſculine Gender.*

The Chriſtian Names of Women, ſuch as are moſt frequent amongſt us, put and ordered in ſuch manner and form, that ſo they may be readily inſerted in any Latin Obligation, or the like, as before-mentioned.

Engl. Names Nom. Caſe ſ.	Accu. Caſe ſ.	Dat. Caſe ſ.
	A	
Arabella *Arabella*	*Arabellam*	*Arabellæ*
Annis *Annis*	*Annem*	*Anni*
Anne *Anna*	*Annam*	*Annæ*

Agnes

Agnes	*Agnes*	*Agnetem*	*Agneti*
Abigal	*Abigal*	*Abigalem*	*Abigali*
Alice	*Alicia*	*Aliciam*	*Aliciæ*
Amy	*Amicia*	*Amiciam*	*Amiciæ*
Agatha	*Agatha*	*Agatham*	*Agathæ*
		B	
Bona	*Bona*	*Bonam*	*Bonæ*
Bridget	*Brigitta*	*Brigittam*	*Brigit*
Beatrice	*Beatrix*	*Beatricem*	*Beatrici*
Barbara	*Barbara*	*Barbaram*	*Barbaræ*
Bathſheba	*Bathſheba*	*Bathſhebam*	*Bathſhebæ*
Benigna	*Benigna*	*Benignam*	*Benignæ*
Bertha	*Bertha*	*Bertham*	*Berthæ*
		C	
Chriſtian	*Chriſtiana*	*Chriſtianam*	*Chriſtianæ*
Cicely	*Cicelia*	*Ciceliam*	*Ciceliæ*
Clara	*Clara*	*Claram*	*Claræ*
Caſſandra	*Caſſandra*	*Caſſandram*	*Caſſandræ*
Conſtance	*Conſtantia*	*Conſtantiam*	*Conſtantiæ*
Charity	*Charitas*	*Charitatem*	*Charitati*
		D	
Diana	*Diana*	*Dianam*	*Dianæ*
Deborah	*Debora*	*Deboram*	*Deboræ*
Dido	*Dido*	*Didonem*	*Didoni*
Dorothy	*Dorothea*	*Dorotheam*	*Dorotheæ*
Dorcas	*Dorcas*	*Dorcadem*	*Dorcadi*
Dionis	*Dioniſa*	*Dioniſam*	*Dioniſæ*
		E	
Elizabeth	*Elizabetha*	*Elizabetham*	*Elizabethæ*
Edith	*Editha*	*Editham*	*Edithæ*
Eſſanor	*Elianora*	*Elianoram*	*Elianoræ*
Eve	*Eva*	*Evam*	*Evæ*
		F	
Francis	*Franciſca*	*Franciſcam*	*Franciſcæ*
Florence	*Florentia*	*Florentiam*	*Florentiæ*
Felix	*Felicia*	*Felicium*	*Feliciæ*
Faith	*Fides*	*Fidem*	*Fidei*
Fortune	*Fortuna*	*Fortunam*	*Fortunæ*

		G	
Grace	*Gratia*	*Gratiam*	*Gratiæ*
Gillian	*Juliana*	*Julianam*	*Julianæ*
		H	
Hannah	*Hanna*	*Hannam*	*Hannæ*
Hagar	*Hagara*	*Hagaram*	*Hagaræ*
Helen	*Helena*	*Helenam*	*Helenæ*
Heſter	*Heſtera*	*Heſteram*	*Heſteræ*
Honor	*Honora*	*Honoram*	*Honoræ*
		J	
Jane	*Jana*	*Janam*	*Janæ*
Jone	*Joanna*	*Joannam*	*Joannæ*
Joyce	*Jocoſa*	*Jocoſam*	*Jocoſæ*
Iſabel	*Iſabella*	*Iſabellam*	*Iſabellæ*
Judith	*Judith*	*Judith*	*Judith*
Julia	*Julia*	*Juliam*	*Juliæ*
		K	
Katharine	*Catharina*	*Catharinam*	*Catharinæ*
		L	
Leah	*Lea*	*Leam*	*Leæ*
Lettice	*Letitia*	*Letitiam*	*Letitiæ*
Love	*Amorea*	*Amoream*	*Amoreæ*
Lucy	*Lucia*	*Luciam*	*Luciæ*
Lucretia	*Lucretia*	*Lucretiam*	*Lucretiæ*
		M	
Mary	*Maria*	*Mariam*	*Mariæ*
Martha	*Martha*	*Martham*	*Marthæ*
Merey	*Miſericordia*	*Miſericordiam*	*Miſericordiæ*
Magdalen	*Magdalena*	*Magdalenam*	*Magdalenæ*
Margaret	*Margareta*	*Margaretam*	*Margaretæ*
Margery	*Margeria*	*Margeriam*	*Margeriæ*
Maud	*Mathildis*	*Mathildem*	*Mathildi*
Mabel	*Mabella*	*Mabellam*	*Mabellæ*
		N	
Nicholas	*Nichola*	*Nicolam*	*Nicholæ*
		P	
Patience	*Patientia*	*Patientiam*	*Patientiæ*
Penelope	*Penelope*	*Penelopen*	*Penelope*

Philippa

Philippa	*Philippa*	*Philippam*	*Philippæ*
Phillis	*Phillis*	*Phillidem*	*Phillidiæ*
Priſcilla	*Priſcilla*	*Priſcillam*	*Priſcillæ*
Prudence	*Prudentia*	*Prudentiam*	*Prudentiæ*

R

Rebecca	*Rebecca*	*Rebeccam*	*Rebeccæ*
Roſe	*Roſa*	*Roſam*	*Roſæ*
Rachel	*Rachel*	*Rachel*	*Rachel*

S

Sarah	*Sara*	*Saram*	*Saræ*
Sophia	*Sophia*	*Sophiam*	*Sophiæ*
Sabina	*Sabina*	*Sabinam*	*Sabinæ*
Sibil	*Sibilla*	*Sibillam*	*Sibillæ*
Suſan	*Suſanna*	*Suſannam*	*Suſannæ*
Sabrin	*Sabrina*	*Sabrinam*	*Sabrinæ*
Stella	*Stella*	*Stellam*	*Stellæ*

T

Temperance	*Temperantia*	*Temperantiam*	*Temperantiæ*
Thomaſin	*Thomaſina*	*Thomaſinam*	*Thomaſinæ*

U

Urſula	*Urſula*	*Urſulam*	*Urſulæ*

W

Winefrid	*Winefrida*	*Winefridam*	*Winefridæ*

Directions to know the Months and Days of the Months, as they ought to be conſidered in the Date of Obligations, and other uſeful Writings, &c.

January	*Januarius*	*Januarii*	hath days 31
February	*Februarius*	*Februarii*	hath days 28
March	*Martius*	*Martii*	hath days 31
April	*Aprillus*	*Aprillis*	hath days 30
May	*Maius*	*Maii*	hath days 31
June	*Junius*	*Junii*	hath days 30
July	*Julius*	*Julii*	hath days 31
Auguſt	*Auguſtus*	*Auguſti*	hath days 31

September, *September, Septembris*——hath days 30
October, *October, Octobris*——hath days 31
November, *November, Novembris*——hath days 30
December, *December, Decembris*——hath days 31

Thus having given the Reader the *Engliſh* and *Latin* Names of the Months, with the number of their reſpective Days, as alſo the *Genitive* Caſe of the ſaid Months, in which Caſe they are put or placed in *Obligation*, I now proceed to give the *Latin* of the Days in their reſpective numbers, as they ought to be placed in the date of the *Obligation*, as occaſion requires: by the following Rule all the reſt of the Months may be obſerved.

Dat. { Primo, Secundo, Tertio, Quarto, Quinto, Sexto, Septimo, Octavo, Nono, Decimo, Undecimo, Duodecimo, Tertiodecimo, Quartodecimo, Qintodecimo, Sextodecimo, Decimo ſeptimo, Decimo octavo, Decimo nono, Viceſimo, Viceſimo primo, Viceſimo ſecundo, Viceſimo tertio } Die Januarii.

Vice-

Viceſimo quarto
Viceſimo quinto
Viceſimo ſexto
Viceſimo ſeptimo
Viceſimo octavo
Viceſimo nono
Triceſimo
Triceſimo primo

Dates of Years of our Lord God.

Anno Dom.

Milleſimo ſexcenteſimo octogeſimo ſeptimo— 1687
Milleſimo ſexcenteſimo octogeſimo octavo—1688
Milleſimo ſexcenteſimo octogeſimo nono —— 1689
Milleſimo ſexcenteſimo nonageſimo ——— 1690
Milleſimo ſexcenteſimo nonageſimo primo—1691
Milleſimo ſexcenteſimo nonageſimo ſecundo--1692
Milleſimo ſexcenteſimo nonageſimo tertio---1693
Milleſimo ſexcenteſimo nonageſimo quarto— 1694
Milleſimo ſexcenteſimo nonageſimo quinto—1695
Milleſimo ſexcenteſimo nonageſimo ſexto —1696
Milleſimo ſexcenteſimo nonageſimo ſeptimo---1697
Milleſimo ſexcenteſimo nonageſimo octavo —1698
Milleſimo ſexcenteſimo nonageſimo nono----1699
Milleſimo ſeptingenteſimo- ——— ——1700
Milleſimo ſeptingenteſimo primo— ——1701
Milleſimo ſeptingenteſimo ſecundo —— —1702
Milleſimo ſeptingenteſimo tertio—— —— 1703
Milleſimo ſeptingenteſimo quarto— — —1704
Milleſimo ſeptingenteſimo quinto —— — 1705
Milleſimo ſeptingenteſimo ſexto — — —1706
Milleſimo ſeptingenteſimo ſeptimo ——— 1707
Milleſimo ſeptingenteſimo octavo— ——— 1708
Milleſimo ſeptingenteſimo nono ——— — 1709
Milleſimo ſeptingenteſimo decimo ——— 1710
Milleſimo ſeptingenteſimo undecimo ——— 1711
Milleſimo ſeptingenteſimo duodecimo —— 1712

In

In this manner the Reader may raiſe the Number to a larger Date, when ſo many Years as are here ſet down are expired, by adding Thirteen, Fourteen, *&c.* to them in the ſame manner as he finds them annexed to the Days of the Month.

As for the Year, it is reckoned, according to the Julian Account, to conſiſt of Twelve entire Months, which are called Artificial Months or Computations of Time, becauſe ſome of them conſiſt of more Days than other; for that of *September*, *November*, *April*, *June*, have but Thirty Days each, and *February* but Twenty eight, unleſs in Leap-Year; all the reſt conſiſting unalterably of One and thirty Days, as in the foregoing Deſcription of the Months will appear.

As for Leap-Year, it is held together in the ſpace of Four Years, as many Lapſing Minutes as make up Twenty-four Hours, which making an artificial Day are added at that time to *February*, making it in the Year of *Biſſextile*, or Leap-Year to conſiſt of 29 Days, and then the whole Year of 365 Days: And it is again divided into Four Seaſons, as *Spring*, *Summer*, *Autumn*, and *Winter*, occaſioned by the Sun's paſſing through the 12 Celeſtial Signs between the Summer and Winter Tropicks of *Cancer* and *Capricorn*. And from theſe another Diviſion is made, called the Quarter-days, or Days of Payment of Rent and the like, *viz.* the 25th. of *March*, or the *Aſſumption* of the Bleſſed Virgin, commonly called our *Lady-day*; the 24th. of *June*, or the Feaſt of St. *John Baptiſt*, or commonly called *Midſummer-day*; the 29th. of *September*, or the Feaſt of St. *Michael* the Arch-Angel, commonly called *Michaelmas-day*; and the 25th. of *December*, or the Feaſt of the *Bleſſed Nativity*, commonly called *Chriſtmas-day*: And from theſe, Leaſes and the like, bear Date, in relation to Payment or Contract, *&c.* And now ſeeing the Intereſt as well as the Summ is very requiſite

ite to be known, I ſhall hereunto annex a TABLE, hewing the true Intereſt of any Summ from Five hillings to a Hundred Pounds.

		1 Mon.			3 Mon			6 Mon.			9 Mon.			A Year		
		s.	*d.*	*q.*	*s.*	*d.*	*q.*	*s.*	*d.*	*q.*	*s.*	*d.*	*q.*	*s.*	*d.*	*q*
Shillings.	5	0	0	1	0	0	3	0	1	3	0	2	2	0	3	2
	10	0	0	2	0	1	3	0	3	2	0	5	2	0	7	1
	15	0	0	3	0	2	2	0	5	1	0	8	0	0	10	2
Pounds.	1	0	1	0	0	3	2	0	7	0	0	10	2	1	2	1
	2	0	2	1	0	7	0	1	2	1	1	9	1	2	4	2
	3	0	3	2	0	10	2	1	9	1	2	7	3	3	6	3
	4	0	4	3	1	2	1	2	4	2	3	6	3	4	9	0
	5	0	5	0	1	6	0	3	0	0	4	6	0	6	0	0
	6	0	7	0	1	9	2	3	7	0	5	4	2	7	2	1
	7	0	8	1	2	1	0	4	2	1	6	3	1	8	4	2
	8	0	9	2	2	4	2	4	9	1	7	1	3	9	6	3
	9	0	10	3	2	8	1	5	4	2	8	3	0	10	9	0
		l.	*s.*	*d.*	*l.*	*s.*	*d.*	*l.*	*s.*	*d.*	*l.*	*s.*	*d.*	*l.*	*s.*	*d.*
Pounds.	10	0	1	0	0	3	0	0	6	0	0	9	0	0	12	0
	20	0	2	0	0	6	0	0	12	0	0	18	0	1	4	0
	30	0	3	0	0	9	0	0	18	0	1	7	0	1	16	0
	40	0	4	0	0	12	0	1	4	0	1	16	0	2	8	0
	50	0	5	0	0	15	0	1	10	0	2	5	0	3	0	0
	60	0	6	0	0	18	0	1	16	0	2	14	0	3	12	0
	70	0	7	0	1	1	0	2	2	0	3	3	0	4	4	0
	80	0	8	0	1	4	0	2	8	0	3	12	0	4	16	0
	90	0	9	0	1	7	0	2	14	0	4	1	0	5	8	0
	100	0	10	0	1	10	0	2	0	0	4	10	0	6	0	0

Reader, According to this Rule, the true Intereſt of any ſumm of Money may be known for a long-

er

longer or shorter time than I have expressed in the Table, *&c.* either by Abstracting or Multiplying; which I leave to the discretion of the Judicious; and only say, That the Figure 5. in the first division of the first Column stands for 5 *s.* the Figure 1. in the second division for 1 *l.* and the Figure 10. in the last division for 10 *l.* and so consequently of the rest in order.

The Names of the Shires or Counties of England *and* Wales, *in* English *and* Latin, *very requisite to be known to such as write, or are conversant with Obligations*, &c. *as they are in use.*

Barkshire	In Comitatu	*Bercheriæ*
Bedfordshire		*Bedfordiæ*
Buckinghamshire		*Buckinghamiæ*
Cambridgeshire		*Cantabrigiæ*
Cheshire		*Cestriæ*
Cornwall		*Cornubiæ*
Cumberland		*Cumbriæ*
Darbyshire		*Darbiæ*
Devonshire		*Deboniæ*
Dorsetshire		*Dorsetiæ*
Durham		*Dunelmi*
Essex		*Essexiæ*
Glouceſterſhire		*Glouceſtriæ*
Hampshire		*Hantoniæ*
Hartfordshire		*Hertfordiæ*
Herefordshire		*Herefordiæ*
Huntingtonshire		*Huntingtoniæ*
Kent		*Kantii*
Lancashire		*Lancaſtriæ*
Leiceſterſhire		*Leiceſtriæ*
Lincolnshire		*Lincolniæ*
Middlesex		*Middleſexiæ*
Northamptonshire		*Northamptoniæ*
Nottinghamshire		*Nottinghamiæ*

Northumberland	In Comitatu	*Northumbriæ*
Norfolk		*Norfolciæ*
Oxford		*Oxoniæ*
Rutland		*Rutlandiæ*
Shropſhire		*Salopiæ*
Somerſetſhire		*Somerſetiæ*
Staffordſhire		*Staffordiæ*
Suffolk		*Suffolciæ*
Suſſex		*Suſſexiæ*
Surrey		*Surriæ*
Warwickſhire		*Warwici*
Weſtmorland		*Weſtmorlandiæ*
Wiltſhire		*Wiltoniæ*
Worceſterſhire		*Vigorniæ*
Yorkſhire		*Eboraci*
Brecknockſhire		*Brechiniæ*
Cardiganſhire		*Ceretiæ*
Caermarthenſhire		*Mareduni*
Caernarvan		*Arvoniæ*
Denbiſhire		*Denbigæ*
Flintſhire		*Flinti*
Glamorganſhire		*Glamorganiæ*
Montgomeryſhire		*Montis Gomerici*
Monmouthſhire		*Monumethiæ*
Merionethſhire		*Mervinieæ*
Pembrockſhire		*Pembrociæ*
Radnorſhire		*Radnoræ*

The Names of the Four Kingdoms immediately in his Majeſties Dominions, in Engliſh *and* Latin.

England	*Angliæ*	The Genitive Caſe *Angliæ*, &c.
Ireland	*Hyberniæ*	
Scotland	*Scotiæ*	
Wales	*Walliæ*	

The

The Names of the Principal Cities in England *and* Wales, Engliſh *and* Latin, *as uſed in Obligations*, &c.

London	*Londinum*	Briſtol	*Briſtolium*
Bath	*Bathonia*	Oxford	*Oxonia*
York	*Eboracum*	Canterbury	*Cantuaria*
Cheſter	*Ceſtria*	Carliſle	*Carleolum*
Glouceſter	*Glouceſtria*	Lincoln	*Lincolnia*
Hereford	*Herefordia*	Chicheſter	*Ciceſtria*
Wincheſter	*Wintonia*	Weſtminſter	*Weſtmonaſteria*
Salisbury	*Salisberia*	Durham	*Dunelmum*
Colcheſter	*Colceſtria*	Coventry	*Coventria*
Rocheſter	*Rocheſteria*	Worceſter	*Wigornia*
Wells	*Wellia*	Peterborough	*Petribourg*
Litchfield	*Litchfeldia*	Exeter	*Exonia*
Norwich	*Norvitum*		

And to any of theſe, in caſe they are fixed in the Obligation, may be added *de Civitate*, or of ſuch a City; as *de Civitate Glouceſtriæ, de Civitate Cantabrigiæ, & ſic de cæteris.* And thus, Reader, having by palpable demonſtration ſhown you many things highly neceſſary to be known on the promiſed occaſion, I ſhall now proceed to others no leſs neceſſary, and in the firſt place to ſpeak ſomething of Titles of Honour and Appellations, or other Titles, as they are now regularly or uſually given, or ſtated in *Engliſh* and *Latin.*

Titles of Honour and Appellations, &c. *in* Engliſh *and* Latin, *as they are given and attributed.*

A King	*Rex*
A Queen	*Regina*
A Prince	*Princeps*
A Princeſs	*Princeſſa*
An Archbiſhop	*Archiepiſcopus*
A Duke	*Dux*

A Dutch-

A Dutcheſs	*Duciſſa*
A Marquis	*Marchio*
A Marchioneſs	*Marchioniſſa*
An Earl	*Comes*
A Counteſs	*Comitiſſa*
A Viſcount	*Vicecomes*
A Viſcounteſs	*Vicecometiſſa*
A Baron	*Baro*
A Baroneſs	*Baroniſſa*
A Baronet	*Baronettus*
A Knight of the Garter	*Eques aurata periſcelidis*
A Knight of the Bath	*Eques de Balneo*
A Knight	*Eques auratus, vel Miles*
A Knight Banneret	*Bannerettus*
A Lady	*Heroina*
An Eſquire	*Armiger*
A Gentleman	*Generoſus*
A Gentlewoman	*Generoſa*
A Doctor of Divinity	*Theologiæ Doctor*
A Doct. of the Civil Law	*Legum Doctor*
A Doctor of Phyſick	*Medicinæ Doctor*
A Batchelor of Divinity	*Theologiæ Baccalaureus*
A Maſter of Arts	*Artium Magiſter*
A Batchelor of Arts	*Artium Baccalaureus*
A Prieſt or Parſon	*Clericus*
A Widow	*Vidua*
A Maid,	*Spiniſteria, Virgo, Puella.*

Trades Engliſh *and* Latin.

Apothecary	*Apothecarius*
Attorney	*Attornatus*
Baker	*Piſtor*
Barber-Chirurgeon	*Chirurgicus Tonſor*
Bailiff	*Ballivus*
Black ſmith	*Ferri-faber*
Brick-layer	*Cementarius*
Brick-maker	*Laterarius*

Butcher

Butcher	*Lanius* vel *Lanio*
Carpenter	*Architectus*
Carrier	*Mulio*
Carver	*Sculptor*
Chandler	*Candelarius*
Cheeſemonger	*Caſearius*
Chirurgeon	*Chirurgus*
Clock-maker	*Horologiarius*
Clothier	*Panifex*
Collier	*Carbonarius*
Comb-maker	*Pectinarius*
Confectioner	*Pictor Dulciarius*
Cook	*Coquus*
Cooper	*Doliarius*
Copper-ſmith	*Ærarius*
Currier	*Coriator*
Cutler	*Cultellarius*
Cordwainer	*Alutarius*
Draper	*Pannarius*
Fellmonger	*Pellicarius*
Fiſhmonger	*Piſcarius*
Flax-dreſſer	*Linopola*
Founder	*Metalliductor*
Fruiterer	*Pomarius*
Furrier	*Pellicator*
Farmer	*Villicus*
Gardener	*Hortulanus*
Glaſier	*Vitrarius*
Glaſs-maker	*Viterarius*
Glover	*Chirothecarius*
Goldſmith	*Faber aurarius* vel *Aurif.*
Grocer	*Aromatarius*
Girdler	*Zonarius*
Gun-maker	*Faber Bombardicus*
Haberdaſh. of Sm. Wares	*Minutarius*
Hat-maker	*Pileo*
Horſe-Courſer	*Hippoplanus*
Hoſier	*Caligarius*

Jeweller

Jeweller	*Gemmarius*
Imbroiderer	*Acupictor*
Inn-keeper	*Pandocheus*
Ironmonger	*Ferrarius*
Leather-ſeller	*Pellio*
Maltſter	*Hordearius*
Maſon	*Lipidarius*
Mealman	*Farinarius*
Mercer	*Mercerus*
Merchant-Taylor	*Mercator-Sciſſor*
Millener	*Minutarius*
Nailer	*Clavi-faber*
Oylman	*Olearius*
Painter-ſtainer	*Pictor*
Pavier	*Pavitor*
Perfumer	*Odorarius*
Pewterer	*Stannarius*
Pinmaker	*Acicularius*
Plaiſterer	*Gyſaptor*
Plumber	*Plumbarius*
Potter	*Figulus*
Poulterer	*Pullarius*
Printer	*Typographus*
Rope-maker	*Reſtio*
Sadler	*Ephippiarius*
Salter	*Selarius*
Sawyer	*Serrarius*
Scrivener	*Scriptor*
Ship-Carpenter	*Naupegus*
Silk-Dyer	*Tinctor Bombycinus*
Silk-Weaver	*Serici Textor*
Silver-ſmith	*Faber Argentarius*
Smith	*Faber Ferrarius*
Stationer	*Bibliopola*
Stone-Cutter. Vide *Maſon*	
Tallow-Chandler	*Candelarius ſevoſus*
Tanner	*Byrſeus*
Trunk-maker	*Syringator*

Turner

Turner	*Tornio*
Vintner	*Oenopola*
Upholſterer	*Tapetiarius*
Watch-maker. vide *Clock-maker*	
Wax-Chandler	*Cerarius*
Weaver	*Telarius & Textor*
Wheel-wright	*Rotifex*
Wine-Cooper	*Doliarius Vinarius*
Wood-monger	*Lignarius*

Summs of Money in Engliſh *and* Latin.

A penny	*Denarius*
Two pence	*Duo denarii*
Three pence	*Tres denarii*
Four pence	*Quatuor denarii*
Five pence	*Quinque denarii*
Six pence	*Sex denarii*
A ſhilling	*Unus ſolidus*
Two ſhillings	*Duo ſolidi*
Three ſhillings	*Tres ſolidi*
Four ſhillings	*Quatuor ſolidi*
Five ſhillings	*Quinque ſolidi*
Six ſhillings	*Sex ſolidi*
Seven ſhillings	*Septem ſolidi*
Eight ſhillings	*Octo ſolidi*
Nine ſhillings	*Novem ſolidi*
Ten ſhillings	*Decem ſolidi*
Eleven ſhillings	*Undecim ſolidi*
Twelve ſhillings	*Duodecim ſolidi*
Thirteen ſhillings	*Tredecim ſolidi*
Fourteen ſhillings	*Quatuordecim ſolidi*
Fifteen ſhillings	*Quindecim ſolidi*
Sixteen ſhillings	*Sexdecim ſolidi*
Seventeen ſhillings	*Septemdecim ſolidi*
Eighteen ſhillings	*Octodecim ſolidi*
Nineteen ſhillings	*Novemdecim ſolidi*
Twenty ſhillings	*Viginti ſolidi*
Thirty ſhillings	*Triginti ſolidi*

Forty ſhillings	*Quadraginti ſolidi*
Fifty ſhillings	*Quinquaginta ſolidi*
Three pounds	*Tres libræ*
Four pounds	*Quatuor libræ*
Five pounds	*Quinquæ libræ*
Six pounds	*Sex libræ*
Seven pounds	*Septem libræ*
Eight pounds	*Octo libræ*
Nine pounds	*Novem libræ*
Ten pounds	*Decem libræ*
Twenty pounds	*Viginti libræ*
Thirty pounds	*Triginta libræ*
Forty pounds	*Quadraginta libræ*
Fifty pounds	*Quinquaginta libræ*
Sixty pounds	*Sexaginta libræ*
Seventy pounds	*Septuaginta libræ*
Eighty pounds	*Octoginta libræ*
Ninety pounds	*Nonaginta libræ*
A hundred pounds	*Centum libræ*
Two hundred pounds	*Ducentæ libræ*
Three hundred pounds	*Trecentæ libræ*
Four hundred pounds	*Quadrigentæ libræ*
Five hundred pounds	*Quingentæ libræ*
Six hundred pounds	*Sexcentæ libræ*
Seven hundred pounds	*Septingentæ libræ*
Eight hundred pounds	*Octingentæ libræ*
Nine hundred pounds	*Noningentæ libræ*
One thouſand pounds	*Mill. librarum*
Two thouſand pounds	*Duo millia librarum.*

And according to what has been mentioned, greater or leſſer Summs, as the occaſion requires, may be mentioned: But,

☞ Note, That the Summ, expreſſing pounds, *&c.* muſt in the Obligation be put in the *Ablative Caſe plural*, as *Sex libris*, *Centum libris*; and ſo of the reſt, whether Pounds or Shillings, more then one piece; if but one, then place it in the *Ablative Singular*, as *Uno ſolido*, &c.

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